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# Special Libraries, October 1951

Special Libraries Association

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# Special Libraries

## PROCEEDINGS

*Forty-Second  
Annual Convention Reports*

SPECIAL LIBRARIES ASSOCIATION  
1909-1951

ST. PAUL, MINNESOTA  
JUNE 18-21, 1951

Vol. 42, No. 8, October, 1951  
Special Libraries Association

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# Special Libraries

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*Indexed in Industrial Arts, Public Affairs  
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# As You Give<sup>1</sup>

By ELIZABETH W. OWENS  
*President, 1950-1951*

THIS HAS BEEN an interesting and exciting year during which much work has been done by the Executive Board, Headquarters Staff and by twenty-four of the finest committees with which any president has ever had the privilege of working. For the objectives which have been attained, I give them full credit, while I alone accept the responsibility for those that were not achieved.

Being president of the Special Libraries Association has been one of the great privileges of my life. One of the stimulating experiences of the year was the opportunity to work with the officers and members of the Association and to note their total devotion to the Association and its affairs. This was demonstrated when, in the middle of the year, we received the painful news that our Treasurer, Donald Wasson had been recalled to military service. It was essential to fill the vacancy immediately so that there would be no break in the continuity of the office. It was our good fortune that Rose Boots, librarian of McGraw-Hill Publishing Company, graciously accepted the offer of the Executive Board to complete Mr. Wasson's term. She has done a splendid job and the Executive Board joins me in extending to her the thanks of the entire Association. The earnestness with which everyone has labored for the welfare of the Association has been an inspiration. It would be a pleasure to tell you of the work and the achievements of every committee, but that I shall leave for the committee chairmen to tell you at the Council meeting tomorrow. Many of these reports will contain important recommendations and it is

my hope that the incoming officers and Council will study them thoughtfully in carrying on the work of the Association in the year ahead.

In this year of 1950-51, Special Libraries Association has continued its period of self-examination. At the end of World War II we found that we had grown into a very large organization and, like a rapidly growing child, some of our component parts had grown out of proportion to the whole. The result was a certain lack of coordination and, to remedy this situation, we began a study of the unwieldy parts.

At our business meeting in 1950 we made some changes in the Constitution and By-Laws that made the wheels of the organization function more smoothly. We enlarged the Executive Board to give wider representation on our governing body and took a great step forward in democratic practice by nominating two people for each of the elected offices.

Our membership qualifications were next investigated. The Chapters spent considerable time studying the Constitution and the membership requirements. As a result of this sincere study the membership expressed itself in favor of retaining the existing membership qualifications, and at the March Board meeting Ruth Savord, Chairman of the Constitution and By-Laws Committee, made the motion that no changes be made.

Another phase of self-examination dealt with our financial structure, our various funds and operating costs at Headquarters. Since we had grown so large and our bookkeeping, of necessity, had become more involved, the employment of an auditing firm was recommended. Price, Waterhouse was chosen to act in that capacity and it has render-

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<sup>1</sup> Annual message of the President, presented at the First General Session of the 42nd Annual Convention of SLA in St. Paul, Minnesota, June 18, 1951.



ed us outstanding service during the year. The audit shows that the Association is in excellent financial condition. The Finance Committee has investigated and reported on each of our funds and has made certain recommendations in regard to them.

A study of operations at Headquarters was carried on by the Policies Committee. One of their first recommendations was that some of our office space be sublet, and this was done early in the administration year. We were fortunate in securing as a tenant a book-dealer who has larger offices in the same building and who pays us \$100 a month for desk space. Our staff at Headquarters has done an outstanding job but, as the Association grows and Divisions, Chapters and members ask for more service, we must give our staff proper help and equipment to do the job efficiently. The Policies Committee reminded us that our staff was short two persons from the level of 1949 and to remedy this the Board authorized the hiring of two additional people, a book-keeper and an editorial assistant. The Policies Committee has recommended also that further study be given to the feasibility of putting our membership records on visible equipment. Working with the Archives Committee, they have indexed some of the Board and Council minutes this year and have made a start on the urgently needed Policies Manual.

### **Recommendations**

The work of the Policies Committee has been so very valuable to the Association that I suggest that this committee be continued. The Committee on Committees should be reactivated in order to assist the President in making more widely representative appointments. Since the Professional Literature Committee is closely associated with the Professional Activities Committee, these committees should be consolidated. The Chapter and Division Manuals are valuable tools of the Association and they are in need of revision,

which could be done by the Chapter Relations and Division Relations Committees during the coming year.

I would recommend for your consideration at the Business Meeting on Thursday the broadening of SLA awards. A Gavel Award might be given for a Chapter project and a Division project, and I would further recommend the institution of a Special Libraries Hall of Fame to honor those members who have given long and outstanding service to the Association.

As you know, there has been a great deal of discussion in regard to the Placement Policy of the Association. All the Chapters, except New York and New Jersey, have Employment Chairmen, but there is no Association chairman to whom they can make their official reports. To remedy this error in administrative procedure, an Association Employment Chairman should be appointed to serve as a clearing house for Chapter placement statistics.

Self-examination, to be effective, must be a continuing thing, and in order to progress we must continue our exploration in additional areas. During its infancy and youth, Special Libraries Association has depended to a very great extent on the generosity of firms and institutions in which special libraries are located. It seems to me that now that we have reached adult status, we must be self-supporting.

There are a number of SLA activities in which the Association should assume its own financial obligations to a greater extent. Our journal, for instance, has been edited on a voluntary basis. A new Association directory is in the process of preparation at the present time, and it has been an almost overwhelming task for Isabel Towner and her committee. Before another directory is prepared, some study should be made to prevent the burden of preparing it from falling on the shoulders of a few individuals. It is a job that should be accomplished with some volunteer help, but the bulk of the work should be done by

an assistant working at Headquarters.

For many years some Chapters and Divisions have relied and counted on companies and institutions for paper, postage, mimeographing and stenographic help. Now they are often handicapped, for many companies no longer feel that they can subsidize Chapter and Division activities. As a result many excellent people are unable to assume Association work because they do not have available the facilities of a large and generous organization. Also, many of our members are employees of the government where it is impossible to receive financial assistance of this kind.

Many of the Divisions have attempted to overcome some of their financial handicaps by charging for their publications. Some of the Chapters, on the other hand, have resorted to advertising to help bear the expense of the Chapter bulletins. I question the effectiveness of either procedure. With the resignation of Alma Mitchell, for ten years editor of *SPECIAL LIBRARIES*, it is time that we considered these and other matters of Publications Policy. Is it possible to drop our Chapter bulletins, in which there is much duplication, and to send out only brief notices of meetings and announcements pertinent to the Chapter? Would a monthly news letter published at Headquarters be a solution? This letter might carry all notices of general interest to the Association, as well as employment notices, Chapter and Division Highlights, messages from the president and personal items of interest to the membership. The cost of publishing a quarterly journal is practically the same as publishing the magazine as it is now, on a ten times a year basis. As we all know, some of the best papers written by special librarians have been published only in Division bulletins with circulations of less than 200. Would it be feasible to submit papers to the editor of our official journal for publication before they are printed in Division bulletins? It is for you, the membership, to decide what

you wish in regard to Publications, but whatever you decide to do must be done with adequate financial backing. I hope that all of you will read carefully Miss Mitchell's report and consider her recommendations on Publications and Publications Policy.

Our Divisions, which are the backbone of our Association and do much of the work of the organization, must have ample allotments for their projects without dependence upon employers and personal funds. I recommend that we consider at our business meeting giving the Divisions a larger amount of money, even if to do so means an increase in membership dues.

In these examples of SLA's failure to stand on its own financial feet lies the next area for self-examination by the Association. I hope no one will get the idea that I am advocating doing away with volunteer work for the Association. That is not my intention, for it is my belief that you must participate in Association affairs by hard work to gain any benefits from it. However, the Association must not embarrass its members by expecting undue outside contributions.

### Chapter Visits

The most thrilling and inspiring part of the year has been my visits to the Chapters. It has been my privilege to visit officially Minnesota, Puget Sound, San Francisco Bay, Southern California, Milwaukee, Illinois, Cincinnati, Pittsburgh, Baltimore, Boston, Connecticut Valley, Toronto and Western New York. At this point I wish to apologize to the members of the New Jersey Chapter, whose invitation for an official visit I did not accept because in working out the schedule of visits it was erroneously reported that they had had an official visit last year. I hope New Jersey will forgive me and I am asking Mr. Aspnes to make that visit a "must" on his schedule for the coming year. Unofficially, I have visited Indiana, Michigan, Washington, D. C., New York and Kansas City. It was my further

good fortune to be present in Denver when the twenty-sixth Chapter of our Association was installed in ceremonies at the recently completed College of Business Administration at the University of Denver.

These visits filled me with joy and amazement. In every place I was greeted with the utmost in hospitality. I talked before many library schools and in each place I found eager students interested in special libraries and their opportunities. Everywhere, especially on the West Coast, I noted a great demand for special librarians, and many librarians talked to me about possible assistants. During the past year a number of our people have gone into foreign libraries on an exchange basis. Many new executives have become conscious of the work of special libraries through the exhibits that have been manned by Special Librarians during the year. Among these were the American Gas Association meeting in Atlantic City and the convention of Training Directors in Philadelphia, where we were the only ones allotted free exhibit space.

On my visits I was dazzled by the accomplishments of our members. I saw libraries—beautiful ones, equipped with every scientific device, with huge staffs to do their work—and I also saw small, one-man libraries with an eager librarian doing a terrific job. Everywhere I talked with executives and administrators and when I saw and heard their enthusiasm for their libraries and their librarians, the word “special” took on a new meaning for me.

It is not possible for all the members of Special Libraries to attend Convention, and as we all know, Convention schedules are so full that there is little time for personal contact between the president and members. Chapter visits by the President make it possible to bring the Association to the Chapter, where the opinions of individual members can be heard and carried back to the Association. If the Association ever feels the necessity for greater economy,

I hope that the fund for president's travel will not be considered a luxury and consequently be curtailed, for I believe that the benefits derived from these biennial visits are invaluable for the Association as a whole.

On all my visits, I was delighted to observe the wonderful spirit of cooperation between library groups, a oneness of purpose that makes the dream of the Council of National Library Associations seem attainable. Greater cooperation on the part of all groups for the improvement of librarianship as a profession should be our goal. I charge SLA to continue to do its part in achieving this objective.

### **In Retrospect**

I shall remember many things from this year as president of SLA, but most of all I shall cherish what you, the membership, have done for me. During the year, in my talks to Chapters I have said to them as I said also last year to those attending their first SLA Convention—as you give, so you shall receive. That is as true in this organization as it is in your family, your job, your church or your community. A member of our organization said that for several years he went to meetings and went home. Then he got tired of that and just stayed home; but that, he found, did not suit him at all. Then he was asked to do a job for his Chapter, and then later some Division work was offered to him. Suddenly, the Association took on new meaning, new vistas were opened, and he began to get benefits over and above those that could be listed as privileges of membership in SLA. He was giving of himself to the Association.

During my years in SLA, I have tried to give something of myself, but the overwhelming fact is that you, the membership, have given so much to me. Professional cooperation, help and understanding in Association problems, unbelievable kindness and hospitality, and above all, personal loyalty and true friendship. For all of these things, accept my sincerest gratitude.

# Annual Business Meeting

THE ANNUAL BUSINESS MEETING of Special Libraries Association was held at Hotel Lowry, St. Paul, Minnesota, on June 21, 1951 at 9:40 A.M. with the president, Mrs. Elizabeth W. Owens, presiding. It was voted that this meeting accept the reports, as amended in the discussion, presented at the meeting of the Executive Board and Advisory Council on June 19, 1951. The following actions are among those voted upon at the meeting of the Executive Board and Advisory Council on June 19 and are recorded as having taken place at the annual business meeting by the members present and voting at the business meeting:

It was voted that: SPECIAL LIBRARIES be continued on the basis of ten issues a year and that, as an experiment for one year, a news bulletin be sent, free of charge, to every member after each meeting of the Executive Board and Advisory Council; that the "Chapter and Division Highlights" be continued in SPECIAL LIBRARIES and that the editors of the "Highlights" improve the content; that a working librarian be appointed directing editor of the Journal, all mechanics being left to a paid assistant; that those members present heartily recommend that more money be made available for Division support; that recommendations 1-4 of the Finance Committee's Report on the General Reserve Fund be adopted; that the Executive Secretary be authorized for one year, to add a note to the bills asking for a contribution to the Student Loan Fund; that the recommendations of Mrs. LaIva B. Davis, SLA Representative to the National League of Nursing Education, be accepted.

Miss Ruth Savord, chairman of the Constitution and By-Laws Committee, then took the floor at the President's request to review some of the errors in

administrative procedure which have been taking place for several years. Mrs. Owens thanked Miss Savord for her efforts and promised that members would follow the SLA Constitution more carefully in the future.

An official greeting was thereupon extended to Melbourne Davidson, president of the new Colorado Chapter, and other chapters members present.

## Constitution and By-Laws

Consideration was then given to the proposals for changes in the SLA Constitution and By-Laws as presented by the Constitution and By-Laws Committee. It was voted unanimously by those present that the phrase "Special Representatives and Representatives on Joint Committees" be added at the end of the first sentence of Article V, *Advisory Council*, Section 1. *Composition*. (This was ratified by a two-thirds vote of the returned written ballots sent to all voting members as determined by the Ballot Committee on September 4, 1951.)

It was then voted to approve the dispensing of the mail ballot regarding the proposed changes in the By-Laws, in accordance with Article VII *Amendments*, Section 3, *By-Laws*. It was voted unanimously to insert in line two "Executive" before Secretary in By-Law I, *Duties of Officers*, Section 4 *Treasurer*. It was voted unanimously to insert in line three, after Chapters, "and of the Joint Committees or the organizations to which they have been assigned as Special Representatives" in By-Law III *Advisory Council*, Section 2. *Duties*.

It was voted to change By-Law V, *Divisions*, Section 2. *Membership* to read: "Active, Associate and Life Members and Representatives of Institutional Members may affiliate with one Division representing their primary interest without further payment and may affiliate with one or more additional Divisions upon the payment for each such

additional affiliation of a sum equal to 20 per cent of the dues paid by Active members." A new section, Section 3, *Government*, was added to this By-Law and the present Section 3 was renumbered as Section 4.

The proposed amendment to By-Law VII, Section 8. *Division Expenses*, calling for \$1 of the dues paid for additional affiliations to be paid to the Division and the balance retained to cover administrative costs, was disapproved and the first sentence in Section 8 was deleted.

It was voted that By-Law VII *Finances*, Section 8. *Division Expenses* read: "The ordinary operating expenses of Divisions shall be met by an appropriation based on membership, the percentage and amount of the appropriation to be determined and authorized annually by the Executive Board. Payment to the Division shall be made semi-annually and automatically in advance. Applications for funds for special projects shall set forth in such detail as the Executive Board may require the purposes for which such funds are requested together with an approximate budget of expenses."

It was voted unanimously to change By-Law IX *Nominations*, Section 2. *Candidates*, to read: "Names of candidates, together with their written acceptance, shall be presented by the Nominating Committee to the Executive Board not later than November 15. The Board shall cause these nominations to be printed in the first issue of the Journal following this date and make suitable provision for informing members who do not receive the Journal."

It was voted unanimously that By-Law XI *Publications*, Section 2 be replaced by the following: "The Editor or Editors shall be appointed annually by the Executive Board. Their services may be terminated after thirty days' written notice by either party"; to add Section 3 to By-Law XI which would read: "The Editor or Editors shall carry

out the duties assigned to them by the Executive Board"; to add in the second and fifth lines "or international" after "national" to By-Law XIII, Section 1. By-Law XIII *Affiliation*, Section 1. *Societies* therefore reads: "The Executive Board may by vote affiliate with the Association any national or international society having purposes similar to those of Special Libraries Association, or may in like manner cause the Association to be affiliated with any national or international society having similar purposes. The Executive Board may by vote cancel an affiliation when, in its opinion, such affiliation is undesirable, but such vote to be effective shall be approved by the Association".

The proposed amendment to Article II *Membership*, Section 5. *Institutional*, of the Constitution, submitted by a group of members, was amended to include "non-periodical" before "publications" and then disapproved by a vote of 63 against and 45 in favor of the amendment as amended. (This amendment was later ratified by a two-thirds vote of the returned written ballots sent to all voting members, as determined by the Ballot Committee on September 4, 1951 so that it is now in effect.)

Article II *Membership*, Section 5. *Institutional* now reads: "Institutional members shall be individuals, libraries, firms or other organizations maintaining a library, statistical or research department. In addition to all privileges of Active membership, the designated representative of an Institutional member shall be entitled to receive all non-periodical publications of the Association at a 50 per cent discount."

#### Placement Policy

Discussion followed concerning the Placement Policy Committee report which was read by Gertrude Low, a member of the Committee. Allen Ring presented the results of the questionnaire which had been distributed by the Placement Policy Committee at the meeting on June 18, 1951. Many of the

answers were invalidated because of qualifications in the question or notes added to the answers. Many of the answers showed little difference between those voting for and those against and those who were uncertain. The vote on appointing an Association employment chairman in addition to the paid staff was divided 54 to 54 with 22 uncertain, while 55 persons voted to disregard any formal changes in the present placement policy and leave improvements to the Executive Secretary with 51 against and 24 uncertain.

Miss Savord thereupon reminded those present of the original vote taken in Los Angeles June 17, 1949, which called for the appointment of a committee to survey the placement service. Since the report of that committee had not appeared in *SPECIAL LIBRARIES* before the convention no action could be taken until the next convention unless this part of the motion were rescinded.

Upon motion made by Miss Savord and duly seconded, it was voted to rescind the portion of the action taken at Los Angeles on June 17, 1949 which required the report to be published in *SPECIAL LIBRARIES* before the convention and called for mail ballots. She stated that a number of the points brought out in the questionnaire involved courtesy which should be in effect at all times. She then read her summary of the consensus of opinion as presented at the Placement Policy Round Table.

Miss Savord stated that all these points were thoroughly discussed and the Executive Board was fully informed on the opinions of the Advisory Council. Upon motion made by Miss Savord and duly seconded, it was voted that the Executive Board direct the Executive Secretary to carry out these procedural matters in the best possible manner and that the Placement Policy Committee be discharged, with sincere thanks of the whole Association.

Rose Boots next reported as treasurer for the year ended June 30, 1950

and the six months ended December 31, 1951.

### **New Dues Adopted**

The following schedule of Association dues was then adopted by those members present and voting. The new rates are effective January 1, 1952 as follows: Life: \$250; Sustaining: \$50; Institutional: \$30; Active: \$10; Associate: \$5; Student: \$2.

Consideration was then given to the report presented by Virginia L. Garland, Chairman of the Committee on Standards for Accreditation. It was voted unanimously to accept the recommendations as presented therein.

Joseph J. Olah next presented the report of the Resolutions Committee for Mrs. Nellie Kuhlman, chairman, giving the names of the deceased SLA members for 1950-51 and resolving that resolutions of condolence be sent to their families.

Mrs. Ruth Hooker, reporting for Rose Vormelker, presented the report for the Awards Committee. It was voted unanimously that the Award be reconsidered and reworded in accordance with the wishes of the membership as currently expressed; namely, delete the word "annual" and, secondly, substitute for "\$100" the phrase "a citation accompanied by an appropriate token upon which is engraved the reason for which the award is made"; that a committee be appointed to study the specifications deleting the calendar year; and further, that a committee should work out the exact wording and report to the Executive Board and Advisory Council at their fall meeting and that the Executive Board have power to act upon it at that time.

Convention invitations were thereupon presented from the Cleveland Chapter for 1954; from Ralph Shoemaker in Louisville, Kentucky, for 1954; from the Pittsburgh Chapter for 1955; and from the Boston Chapter for 1956. Joseph J. Olah presented an invitation from the Cincinnati Chapter for 1954 and Mrs. Mary Bellman, past

president of the Texas Chapter, stated that another invitation from the Texas Chapter for 1954 might be forthcoming for the fall meeting of the Executive Board. The President announced that the 1952 convention would be held May 25-29, at the Hotel Statler, New York, and that Ruth Crawford had been appointed Convention Chairman. The 1953 convention will be held in Toronto.

#### **New Officers Installed**

Natalie Frank next presented the report of the Elections Committee for the chairman, Gerard Alexander, as follows: Grieg Aspnes, president; Elisabeth Ferguson, first vice-president and president-elect; Eleanor V. Wright, second vice-president; Frederic Battell, secretary; Martin Loftus, treasurer; Kenneth Fagerhaugh and Phyllis Foreman, directors for three years; M. Margaret Kehl, director for two years; Lucile Keck, director for one year. A total of

2,066 ballots were cast of which eight were declared invalid, leaving a total of 2,058 ballots declared valid. Miss Frank stated that Estelle Brodman continues to serve as a director for one more year and Robert Grayson for two more years. Mrs. Elizabeth Owens continues on the Board as immediate past-president.

Following the acceptance of the report of the Elections Committee the newly-elected officers took their places. A rising vote of thanks was given to the outgoing president, Mrs. Owens, and to the convention chairman, Frederic Battell. It was voted unanimously that Special Libraries Association convey to the Minnesota Chapter appreciation of its splendid efforts in making the 42nd annual convention of SLA, held at St. Paul, Minnesota, June 18-21, 1951, such an outstanding success.

KATHLEEN B. STEBBINS,  
*Executive Secretary*

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## Reports of Executive Secretary, Treasurer and Editor

### **EXECUTIVE SECRETARY**

Special Libraries Association has continued to take great strides forward in the Association year, 1950-1951, just completed. The latest membership count on May 22, 1951 shows a total of 4,427 members in the United States, Alaska, Hawaii, Puerto Rico, Canada and the following twenty countries: Australia, Denmark, Egypt, El Salvador, England, Finland, France, Holland, India, Israel, Italy, Mexico, Norway, Peru, Philippines, South America, Sweden, Switzerland, Turkey and Venezuela.

We are honored in having a distinguished guest from overseas who plans to attend the Annual Convention of Special Libraries Association in St. Paul; Helle Kannila, Director of the Library School of Helsinki, Finland. At the request of Ruth Walter, Foreign Press Representative of the Foreign Journalists Liaison Section, U. S. Department of State, New York, some foreign journalists may plan to cover the

sessions of the Convention in which the publications they represent would be interested.

Outstanding visitors at Headquarters during the past year included Clarence Graham, president of the American Library Association, Dagmar Odquist of the Royal Institute of Technology Library, Sweden, Mr. and Mrs. Harold White of Canberra, Australia, John Cory, executive secretary of the ALA, Mrs. Julia Andrew, librarian of the College of Pharmacy, University of Puerto Rico, Angela Hernandez, librarian of the Agriculture Library, Colombia, South America, and Mr. J. Saha, librarian of the Indian Statistical Institute, Calcutta, India.

Again this year Mrs. Stebbins has been in charge of securing exhibits and advertising for the St. Paul Convention. Ruth Jedermann, exhibits chairman, has carried on capably the work of assigning exhibit space and will give a brief resume of the exhibits at the

first General Session on June 18. To date 25 booths have been sold, plus one reserved jointly by the Public Relations and Membership Committees of Special Libraries Association, for a revenue of \$1,230. Eight and seven-eighth pages of advertising for the Convention program amounting to \$410 have been secured and five companies paid \$25 each for fliers to be given away at the Convention. The total income from these sources of \$1,765 is \$145 less than last year but is more than expected since it is difficult to interest eastern firms in exhibiting in the Middle West and the attendance will probably be somewhat less in St. Paul than on the East coast.

#### ADVERTISING

Advertising in SPECIAL LIBRARIES continues to compare favorably with former years with a total of \$6,718.44 received from June 1, 1950 to date. Advertising to be billed by issues from July-August, 1950 through May-June, 1951 totals \$7,474 as follows:

1950	
July-August .....	\$573
September .....	634
October .....	678
November .....	955
December .....	850
1951	
January .....	\$728
February .....	594
March .....	917
April .....	717
May-June .....	775

Advertisers new to SPECIAL LIBRARIES occupied five pages, plus one contract for a page to run three times; one two-page spread; five one-half page ads, plus a ten-time contract for a half page; one one-quarter page and five one-eighth pages. The Special Directory Section was included in February and July-August as in former years and this popular section carried seven new advertisers. All SLA members are urged to send the names of prospective advertisers to Headquarters and to patronize advertisers in SPECIAL LIBRARIES whenever possible, as over 50 per cent of the entire cost of publishing SPECIAL LIBRARIES is paid for by advertisements.

#### HEADQUARTERS ACTIVITIES

Headquarters staff was enlarged by the vote of the Executive Board on March 1, 1951 to include a new bookkeeper and an assistant in the addressograph department. The new editorial and publications assistant, Harry Snowden, Jr., (replacing Mrs. Winifred Forwood, resigned), worked part-time until graduation from Columbia University School of Library Service early in June. He is an excellent addition to the staff at Headquarters and is assisting most capably with the editorial and proof reading work.

A tenant, Augustus Kelley, with a book store on the third floor of 31 East Tenth Street has taken a lease for 500 square feet at \$100 a month from December 1, 1950 to July, 1952. This is an excellent arrangement as the space was not needed by SLA and is used only as storage space by Mr. Kelley.

Many short cuts have been inaugurated to handle the subscription and membership records. A Wheeldex is now in use for subscriptions records to *Technical Book Review Index* and SPECIAL LIBRARIES. Blue and black colored bands are used on the master file of membership records to denote members who also subscribe to TBRI and SPECIAL LIBRARIES so that all records will be correct in making changes of address, title, etc. The master file of membership cards by Chapter now contains only current information with all previous information about payment of dues, changes of address and title kept in a separate file. Considerable time is saved in not copying this information when new cards are made. Since it was not possible to purchase a sixty position selector addressograph machine with the automatic feed, the Executive Secretary urges that the Executive Board authorize the cutting of extra plates this summer for all the Division lists except Science-Technology and Social Science. The two latter Divisions are large enough to justify running through 33 drawers when addressographing Division membership lists or envelopes. The other twelve Divisions, however, are small enough to warrant cutting extra plates and keeping these plates corrected. With the new assistant it would be possible to cut the 2,200 plates needed during the summer months without hiring extra help. The cost would be approximately \$150 for 1,500 frames (700 are on hand for recently dropped members), 2200 buff cards, 2200 plates, 18 drawers and a new cabinet. Eventually it would be possible to release 12 to the 48 positions on the selector assigned to these Divisions to allow for new Chapters or new types of membership. Extra work involved in keeping the changes of addresses and adding new members to the Division lists amounts to about five minutes per member while the time saved in running such lists for the Divisions instead of the entire 33 drawers could be cut from two hours for a list of 200 plates, as in the Museum Division, to fifteen minutes. Thus it would be possible to give additional service to Divisions at no extra cost should these extra sets of plates be maintained for twelve of the present fourteen SLA Divisions. The new Division lists on plates would take the place of the present lists kept on cards at Headquarters and would contain brief three line addresses without the code while the full four or five line addresses with title and code would continue to be used for the regular plates



filed geographically. The use of the code on addressograph plates was inaugurated last summer and does save considerable time billing when the geographical list of members must be filed by Chapters for checking with the master file. It also saves the operator's time in printing cards for new members and changes of address as she can tell by the code the number and color of cards to be printed where formerly she had to write out this information. The Executive Secretary therefore suggests that the other 50 per cent of the plates not yet coded be coded this summer so that all plates will be so marked. It will take the operator at least three months to code approximately 2,500 plates and to continue to make the 100 changes of address received monthly. If the Board approves this plan it is hoped that the new addressograph assistant can complete this work by October 1 before the fall billing begins.

#### PAYMENTS TO DIVISIONS

In January, 1951 half of the annual budget allotment was sent automatically to the Divisions with the other half to be sent in July. Checks totalling \$244, representing the payment of extra affiliation fees, were also sent to the Divisions April 6, 1951. Because of requests for extra service from Chapters, Divisions and Committees during the busy spring season when the Elections and Convention mailings must be sent, the routine work of notifying Chapters of unpaid members and of removing these plates and cards from Headquarters files was not completed until May 11, 1951, one month later than a year ago.

Upon the suggestion of the Addressograph Company, Mr. Brusk of the Addressograph department of the New School of Social Research, volunteered to work six hours at Headquarters in order to learn the method SLA uses for addressographing and graphotyping membership lists. A similar plan is in operation at the New School and new equipment has been ordered.

Reprint material has been given away in quantity during the past year, with the three new reprints in great demand: "The Company Library—A Tool of Management" by Alma Mitchell, Marion Wells' article on Public Relations and the reprint about library work from *Glamour Magazine*. The recruiting material has been very popular with the supply of *Special Librarianship as a Career* becoming exhausted. A reorder of 2,000 copies of this pamphlet, 1,500 of the SLA pamphlet and 2,000 application blanks was necessary due to unprecedented demands from Chapter membership chairmen and from members for exhibit purposes.

The six months' audit made by Price, Waterhouse and Company as of December 31, 1950 showed a surplus of \$2,978.46 of income

over expenditures. Due to the change in the fiscal year the next audit will cover the calendar year 1951. Gifts amounting to \$25 were received for the Professional Literature Library during the past year and \$800 towards general operating expenses, including the Placement Service.

One hundred and ninety-eight classification schemes and subject headings lists, twenty-nine manuals and four books were loaned from the professional literature library during the past year. Interest should be increased in this collection when the new list of subject headings and classification schemes available on loan is prepared this summer.

A total of \$283 has been received for addressographing envelopes for organizations wishing to send material of interest to members of SLA. A fee of \$60 is now charged for the entire list or \$35 for any part of the list. Requests for this work are filled only when it does not interfere with regular SLA activities. Extra work for Chapters, Divisions and Committees in addressographing envelopes, making lists, etc. amounted to \$199.34 but was entered as a bookkeeping account only—no actual charge was billed. The individual amounts are available at Headquarters for interested persons.

#### RECOMMENDATIONS

Now that members of SLA are again being called to service with the armed forces, the Executive Secretary would like to recommend that dues of all such persons be waived for the duration of their service. This would not, of course, apply to civilians employed by the army, navy or air force.

The pro rating of initial dues for members which was put into effect again in 1951 is causing considerable confusion in the minds of new members. In addition to the extra correspondence involved, bookkeeping, and filing to bring the dues of all such persons on the calendar year there is considerable loss in revenue involved.

It now costs about \$.80 to process a new member. After October 1 when Students may join for \$.50 for the last quarter, each Student membership will show a loss of \$.30 while each Associate will net only \$.20. Taking April as an average month, the Executive Secretary recently estimated the annual cost of handling pro rating dues as \$1,848.32. This includes \$1,723.50 loss in annual revenue and \$124.82 in extra handling charges. Very few complaints have ever been received at Headquarters from persons joining SLA after the first of the year. All new members who joined in the fall were informed they could join November 1 for the following year. The Executive Secretary, therefore, recommends that the pro rating of initial dues be discontinued as soon as feasible.

The Executive Secretary further recommends that the Constitution and By-Laws Committee consider changing the wording of By-Law X *Elections*, Section 2 *Mailing* so that ballots need not be inserted "in covering envelopes" but could be folded and mailed without an envelope thus saving approximately \$17 in the cost of 5,000 envelopes and a saving of time in not having to include this extra envelope in the ballot mailing.

#### OTHER ACTIVITIES

Mrs. Stebbins addressed the students of Professor Trautman's course at Columbia University School of Library Service on August 9, 1950 and again on May 2, 1951. She spoke to the students at New Jersey College for Women Library School on February 2, 1951, to students of the library course at St. John's University in Brooklyn on February 13, 1951; the students at Syracuse University Library School on May 7, 1951 and the members of Miss Rebecca Rankin's course at Pratt Institute on May 15, 1951. She was the speaker for the New Jersey Chapter meeting of SLA on May 3, 1951 when she told members about the forthcoming convention. Mrs. Stebbins awarded the certificates to members completing the Advertising Sources Course given by the New York Chapter Advertising Division on May 8 and attended various New York and New Jersey Chapter meetings and meetings of the Finance and Membership Directory Committees. The Executive Secretary was present at the Faculty Tea at Columbia University School of Library Service on October 5, 1950, and also spoke about SLA and its activities to the Zonta Club of New York, of which she is a member of the Board of Directors, on October 5th. Mrs. Stebbins attended a preliminary meeting last fall of the subcommittee on Placement of the Joint Committee on Library Education, of which she is a member, and conferred again on May 2 with another committee member, Ralph Blasingame, Jr. of Columbia University, at the request of the chairman, Kenneth Shaffer. It has been decided to postpone further exploration of the four basic questions involved in setting up an experimental placement office for library schools and Associations in the East until after the 1951 A.L.A. Convention where some decision will be made as to reinstating A.L.A.'s placement service. The Committee does not feel able to express final recommendations until after another year of exploration and study of developments. A copy of Mr. Shaffer's report of May 3 to Julius J. Marks, law librarian of NYU, is on file at Headquarters.

Much of the material received from libraries abroad and not needed at SLA Headquarters has been donated to the Exchange and Gift Division of the Library of Congress. Two

boxes of the 1949 *Information Please Almanac* from the 1950 Atlantic City Convention were given to the Department of State for use in libraries overseas. The Pittsburgh Chapter and the Museum Division are now having a complete set of bulletins bound for SLA Headquarters. It has been decided to bind all Chapter bulletins in navy cloth and Division bulletins in black with gold lettering so they will be uniform. The Executive Secretary extends her cordial thanks to the Pittsburgh Chapter and to other Chapters and Divisions that have offered to have their bulletins bound for Headquarters.

Exhibit copies of all SLA publications in print, reprints of articles about special libraries, publications lists, pamphlets about the aims and activities of Special Libraries Association and membership application blanks will be available at the SLA booth. This year for the first time it will be possible to see SLA publications and leave an order for those you wish sent with a bill on a special order blank. All such orders will be filled promptly from Headquarters. A copy of the 1950 *Transactions* is on display and orders will be filled for \$5 each while the supply lasts. It was not possible to have a copy of the 1951 *Directory of Members* in hand since the illness of the Chairman prevented completing the work in time for the 1951 Convention. Copies will be available, however, in July and will probably sell for about \$4. It is hoped to have an exhibit copy at the Convention of the long awaited *Technical Libraries, Their Organization and Management* which will be off the press in July and will sell for \$6.

#### PLACEMENT SERVICE

The Placement Service continued a very active year with a total of 532 openings and 172 placements. Chapters reported the year's activities as follows:

	Open	Filled
Baltimore .....	2	0
Boston .....	35	7
Cincinnati .....	1	0
Cleveland .....	17	8
Connecticut Valley .....	2	0
Greater St. Louis .....	5	2
Illinois .....	36	11
Indiana .....	18	5
Kansas City .....	2	0
Michigan .....	8	3
Milwaukee .....	2	0
Philadelphia .....	18	0
Pittsburgh .....	7	3
Puget Sound .....	4	1
San Francisco .....	19	6
Southern California .....	42	16
Texas .....	7	1
Washington, D. C. ....	51	31
Western New York .....	1	0

Louisiana and Toronto Chapters reported no

activity for the year and no reports were received from Minnesota and Montreal. More activity is noted in the large metropolitan areas where there has been a length of service in the work of the employment chairman, such as Washington, D. C. with Miriam Vance, Illinois with Mrs. Ruth Parks in Chicago and Southern California with Katherine Laich in Los Angeles. In smaller cities it is necessary for a member with time enough to promote special libraries as well as to interview to handle this work. In many such areas it has been difficult to find a volunteer chairman so a new person has attempted to undertake the work each year. In some instances the person appointed has not been a member of SLA and has not become one during the year while in others the chairman has been dropped for non-payment of dues.

Mrs. Stebbins wishes to offer all twenty-six Chapters of SLA equal help and support in their activities. This is only possible if the Chapters notify her of their needs and contact her when they wish assistance. Many Chapters do write about local vacancies and refer local applicants to Headquarters. The time required to handle such requests by mail and to interview candidates from other Chapters who may be visiting New York exceeds the time now devoted to New York and New Jersey Chapter members using the Placement Service. During the past Association year 69 of the 180 openings have been filled in New Jersey and in New York. While the majority of the openings are in the East at the present time, the Placement Service at Headquarters is truly international. Vacancies now listed

at Headquarters cover the following states: Arizona, California, Connecticut, District of Columbia, Delaware, Illinois, Indiana, Maine, Massachusetts, Missouri, Michigan, Maryland, New Jersey, New Mexico, New York, Ohio, Pennsylvania, Rhode Island, Tennessee, Virginia and Washington as well as Alaska, Germany, Okinawa and Japan. The Headquarters Placement Service was able recently to find a position for a member of Washington, D. C. Chapter in Germany while she was on a visit to Europe so that she did not have to return to the United States for this opening which occurred while she was abroad. Members wishing to use the Placement Service at Headquarters during the past year represented all twenty-six Chapters as well as many members from unaffiliated areas. The number of library school students interested in entering special libraries continues to increase and the Executive Secretary urges that as many members as possible speak to library school students about the possibilities of the special library field and about SLA's Placement Service. The profession needs all the new blood it can get and the interested response from the students graduating this year shows that more and more of the outstanding students are leaning towards special library work as a career.

As another eventful year draws to a close the Executive Secretary would again like to extend her appreciation to all the officers and members of Special Libraries Association who have been cooperative and helpful and for the cooperation received from the loyal and hard-working staff at Headquarters.

KATHLEEN B. STEBBINS

## TREASURER\*

### EXHIBIT I

#### Statement of Assets and Fund Balances

For the Twelve Months Ended June 30, 1950 and for the Six Months Ended December 31, 1950

	Assets	
	June 30, 1950	December 31, 1950
General fund:		
Cash .....	\$20,683.45	\$26,455.48
General reserve fund:		
Cash .....	\$11,000.09	\$ 5,606.39
U. S. Government securities, at cost.....	32,471.03	38,335.53
	<hr/>	<hr/>
	43,471.12	43,941.92
Publications fund:		
Cash .....	\$ 6,137.19	\$ 7,209.78
Inventory of publications, at cost.....	4,652.15	4,583.17
	<hr/>	<hr/>
	10,789.34	11,792.95
Convention fund:		
Cash .....	1,367.19	3,468.12

\* The statement for the six months ended December 31, 1950 has been taken from the Auditors Report and appears here rather than with the latter on page 293. [Editor's note.]

Student loan fund:			
Cash .....	\$ 1,512.61		\$ 1,602.25
Loans receivable .....	325.00		250.00
		1,837.61	1,852.25
Technical Book Review Index reserve fund:			
Cash .....		3,000.00	.....
		<u>\$81,148.71</u>	<u>\$87,510.72</u>
<b>Fund Balances</b>			
General fund:			
Sundry credits .....	\$ 18.13		\$ 17.43
Fund balance (Exhibit II).....	20,665.32		26,438.05
		\$20,683.45	\$26,455.48
General reserve fund (Exhibit III).....		43,471.12	43,941.92
Publications fund (Exhibit III).....		10,789.34	11,792.95
Convention fund (Exhibit III).....		1,367.19	3,468.12
Student Loan fund (Exhibit III).....		1,837.61	1,852.25
Technical Book Review Index reserve.....		3,000.00	.....
		<u>\$81,148.71</u>	<u>\$87,510.72</u>

## EXHIBIT II

### Statement of Income, Expenditures and Changes in General Fund Balance

For the Twelve Months Ended June 30, 1950 and for the Six Months Ended December 31, 1950

	June 30, 1950	December 31, 1950
Income (Note):—		
Dues .....	\$39,778.72	\$19,504.21
Periodicals:		
Special Libraries .....	12,145.65	5,357.99
Technical Book Review Index.....	9,587.24	5,283.77
Rent from sublease.....		100.00
Refunds on advances made to 1949		
Convention .....	1,656.63	.....
Miscellaneous .....	1,061.52	168.41
Total income .....	<b>\$64,229.76</b>	<b>\$30,414.38</b>
Expenditures:—		
Allocation of funds to subunits:		
Chapters .....	\$ 5,962.99	\$ 2,845.56
Divisions .....	781.87	369.32
Committees .....	1,369.89	331.51
	<u>\$ 8,114.75</u>	<u>\$ 3,546.39</u>

#### Notes:

- 1—The accounts of the Association are maintained substantially on a cash basis. Expenses unpaid at December 31, 1950 and not recorded on the books amounted to approximately \$330.00. Comparable figures for the twelve months ended June 30, 1950 are not available.
- 2—Included in income during the six months ended December 31, 1950 are dues, and subscription income applicable to years subsequent to December 31, 1950, as follows:

1951 .....	\$24,929.96
1952 .....	522.50
1953 .....	14.50
	<u>\$25,466.96</u>

Comparable figures for the twelve months ended June 30, 1950 are not available.

General operations		
Salaries .....	}	\$ 9,352.21 }
Payroll taxes .....		347.16 }
Rent .....	\$20,604.43 }	1,485.00 }
Accounting .....	2,640.00	70.00
Porter service .....	530.00	450.00
Supplies .....	900.00	861.73 }
Cost of preparing minutes.....	}	336.68 }
Postage .....		590.56 }
Telephone and telegraph.....	3,174.50 }	220.78 }
Pension trust .....	726.61	.....
Miscellaneous .....	643.56	334.16
	<hr/>	<hr/>
	\$29,219.10	\$14,048.28
Memberships in other organizations.....	\$ 280.20	\$ 160.00
President's fund .....	}	47.40 }
Travel .....		614.21 }
Periodicals:		
Special Libraries .....	13,304.51	6,680.11
Technical Book Review Index.....	5,105.57	2,217.34
Equipment purchase .....	1,032.89	122.19
Contingency fund .....	86.17	.....
	<hr/>	<hr/>
Total expenditures .....	\$57,918.82	\$27,435.92
Excess of income over ex-		
penditures .....	\$ 6,310.94	\$ 2,978.46
Fund balance, June 30, 1949.....	\$14,761.38	
	<hr/>	
Less—Transfer to general reserve fund	21,072.32	
	407.00	
	<hr/>	
Fund balance, June 30, 1950, per Exhibit I	\$20,665.32	
Fund balance June 30, 1950.....		\$20,665.32
Add—Transfer from reserve for Tech-		
nical Book Review Index.....		3,000.00
		<hr/>
		\$26,643.78
Less—Transfer to general reserve fund		205.73
Fund balance, December 31, 1950, per		
Exhibit I .....		\$26,438.05

**EXHIBIT III**  
**Summary of Changes in Special Fund Balances**  
**For the Twelve Months Ended June 30, 1950**  
**General Reserve Fund**

Balance June 30, 1949.....		\$42,739.56
Add:		
Interest on funds in savings accounts.....	\$ 107.35	
Interest on U. S. Government securities.....	77.21	
Transfer from foreign fellowship fund.....	110.00	
Transfer from publications fund .....	30.00	
Transfer from general fund .....	407.00	
	<hr/>	731.56
Balance June 30, 1950, per Exhibit I .....		<u>\$43,471.12</u>
<b>Publications Fund</b>		
Balance June 30, 1949 .....		\$ 1,923.70
Proceeds from publications sales .....		11,397.69
		<hr/>
		<u>\$13,321.39</u>

Cost of publications		
Production and selling expenses .....	\$ 7,184.20	
Increase in inventory at June 30, 1950 from June 30, 1949.....	4,652.15	
		<u>2,532.05</u>
Balance, June 30, 1950, per Exhibit I .....		<u>\$10,789.34</u>
<b>Convention Fund</b>		
Balance June 30, 1949 .....	\$ 675.48	
Add—Net receipts from 1950 Convention (preliminary) .....	691.71	
		<u>1,367.19</u>
Balance June 30, 1950, per Exhibit I .....		<u>\$ 1,367.19</u>
<b>Student Loan Fund</b>		
Balance June 30, 1949 .....	\$ 1,804.70	
Add—Interest on funds in savings account .....	\$ 27.91	
Gift to fund .....	5.00	
		<u>32.91</u>
Balance June 30, 1950, per Exhibit I .....		<u>\$ 1,837.61</u>

**Summary of Changes in Special Fund Balances  
For the Six Months Ended December 31, 1950**

<b>General Reserve Fund</b>		
Balance June 30, 1950, per books .....		\$43,471.12
Add:		
Interest on funds in savings accounts .....	\$ 109.19	
Interest on U. S. Government securities .....	155.88	
Transfer from general fund .....	205.73	
		<u>470.80</u>
Balance December 31, 1950, per Exhibit I .....		<u>\$43,941.92</u>
<b>Publications Fund</b>		
Balance June 30, 1950, per books .....	\$ 9,511.44	
Add—Adjustment of balance due to error in inventory at June 30, 1950 .....		1,277.90
		<u>\$10,789.34</u>
Proceeds from publication sales .....		2,001.93
		<u>\$12,791.27</u>
Cost of publications:		
Production and selling expenses .....	\$ 929.34	
Decrease in inventory at December 31, 1950 from June 30, 1950 .....	68.98	
		<u>998.32</u>
Balance December 31, 1950, per Exhibit I .....		<u>\$11,792.95</u>
<b>Convention Fund</b>		
Balance June 30, 1950, per books .....	\$ 1,367.19	
Add—Net receipts from 1950 Convention .....	2,100.93	
		<u>\$ 3,468.12</u>
Balance December 31, 1950, per Exhibit I .....		<u>\$ 3,468.12</u>
<b>Student Loan Fund</b>		
Balance June 30, 1950, per books .....	\$ 1,837.61	
Add—Interest on funds in savings account .....	14.64	
		<u>1,852.25</u>
Balance December 31, 1950, per Exhibit I .....		<u>\$ 1,852.25</u>

ROSE BOOTS.

## AUDITOR'S REPORT

February 28, 1951

THE EXECUTIVE BOARD,  
SPECIAL LIBRARIES ASSOCIATION,  
31 East 10th Street,  
New York 3, N. Y.

Dear Sirs:

We have examined the appended statement of assets and fund balances (Exhibit I\*) of Special Libraries Association as of December 31, 1950 and the related statements of income, expenditures and changes in fund balances (Exhibits II and III\*) for the six months period then ended. Our examination included tests of the accounting evidence and other auditing procedures, as outlined generally below. We did not examine records maintained outside of the Association Headquarters; such records, we understand, are maintained for the collection of membership dues by certain local chapters, income and expenses of the annual convention, etc.

The accounts of the Association are maintained substantially on a cash basis; expenses unpaid at December 31, 1950 not recorded on the books amounted to approximately \$330.00.

Included in income for the six months ended December 31, 1950, as shown in Exhibit II, are dues and subscriptions applicable to years subsequent to 1950, as follows:

	1951	1952	1953
Dues .....	\$18,204.46	\$ 28.00	\$ 7.00
Special Libraries	2,260.50	61.40	.....
Periodicals:			
Technical Book			
Review Index	4,465.00	433.10	7.50
	<u>\$24,929.96</u>	<u>\$522.50</u>	<u>\$14.50</u>

As instructed, we did not attempt to ascertain the composition of the various fund balances as at July 1, 1950, the start of the period covered by our initial examination. A review of transactions prior to that date would have involved an unreasonable amount of time and expense.

The cash in banks at December 31, 1950 was confirmed by correspondence with the depositories and the securities representing the investments carried in the statement of assets and fund balances were counted by us at The National City Bank safe-deposit vault.

We ascertained for a test period that the recorded cash receipts agreed by totals with relative deposits appearing on bank statements, and that the recorded disbursements were supported by paid checks. In addition,

\*Exhibits I and II are included with the Treasurer's Report and appear on pages 288 and 290 respectively.

we examined invoices, payroll records and other data in support of disbursements for the same period. We ascertained by computation that income receivable from investments and savings bank interest had been collected.

We tested recorded income from membership dues by reference to a membership card file, subunit membership rolls and other related records and by direct confirmation with a selected number of members. We also requested from six selected local chapters (of a total of twenty-five such chapters) confirmation of memberships and of financial transactions recorded on the books of the Association Headquarters; we have not as yet received replies to four of our requests.

It was impracticable for us to check the income from the sales of publications and periodicals, as perpetual inventory control records were not maintained; also the records indicated that certain of the material was distributed without charge.

A physical count of the inventory of publications on hand as at December 31, 1950 was made by employees of the Association. We made test counts of a number of the inventory items and satisfied ourselves generally as to the method used by the Association in determining the quantities on hand. Tests were made of the cost basis at which the inventories were valued by reference to purchase invoices. However, no market value of such inventories can be determined.

As instructed, we ascertained that transactions affecting the various funds during the six months ended December 31, 1950 were made in accordance with the policy outlined in a report "Policy for Association Funds" which the Executive Board of the Association at its meeting on March 11, 1950 voted to recommend to the Association for approval. We were advised that although the approval of the Association has not as yet been given to the report, the policy set forth therein represents the one which is to be followed until specific action is taken by the Association.

The Executive Board at its meeting on October 21, 1950 voted to transfer to the General Reserve Fund savings bank account \$1,000 from the Convention Fund and \$1,400 from the Publications Fund. Such amounts are to be available for general operations of the Association. These transfers were not effected until January 24, 1951 and are therefore not shown in the attached financial statements.

We are pleased to report that as far as our examination extended, the transactions for the six months ended December 31, 1950 were found to have been recorded properly.

Yours very truly,  
PRICE WATERHOUSE & Co.

# EXHIBIT II

## Statement of Income, Expenditures and Changes in General Fund Balance For the Six Months Ended December 31, 1950

(Accompanying report of Price Waterhouse & Co. dated February 28, 1951)

	Actual	Budget	Actual over (under) Budget
Income (note):—			
Dues .....	\$19,504.21	\$19,000.00	\$ 504.21
Periodicals:			
Special Libraries .....	5,357.99	5,150.00	207.99
Technical Book Review Index .....	5,283.77	5,000.00	283.77
Rent from sublease .....	100.00	200.00	(100.00)
Miscellaneous .....	168.41	50.00	118.41
Total income .....	<u>\$30,414.38</u>	<u>\$29,400.00</u>	<u>\$ 1,014.38</u>
Expenditures:—			
Allocation of funds to subunits:			
Chapters .....	\$ 2,845.56	\$ 2,860.00	(\$ 14.44)
Divisions .....	369.32	410.00	(40.68)
Committees .....	331.51	290.00	41.51
	<u>\$ 3,546.39</u>	<u>\$ 3,560.00</u>	<u>(\$ 13.61)</u>
General operations:			
Salaries .....	\$ 9,352.21	\$ 9,845.00	(\$ 492.79)
Rent .....	1,485.00	1,435.00	50.00
Accounting .....	70.00	70.00	
Porter service .....	450.00	450.00	
Supplies .....	861.73	1,750.00	(888.27)
Payroll taxes .....	347.16	450.00	(102.84)
Cost of preparing minutes .....	336.68		
Postage .....	590.56		
Telephone and telegraph .....	220.78	760.00	722.18
Miscellaneous .....	334.16		
	<u>\$14,048.28</u>	<u>\$14,760.00</u>	<u>(\$ 711.72)</u>
Memberships in other organizations .....	\$ 160.00	\$ 160.00	
Presidents' fund .....	47.40	100.00	(\$ 52.60)
Travel .....	614.21	675.00	(60.79)
Periodicals:			
Special Libraries .....	6,680.11	6,858.00	(177.89)
Technical Book Review Index .....	2,217.34	2,813.00	(595.66)
Equipment purchase .....	122.19	1,801.00	(1,678.81)
Total expenditures .....	<u>\$27,435.92</u>	<u>\$30,727.00</u>	<u>(\$ 3,291.08)</u>
Excess of income over expenditures .....	<u>\$ 2,978.46</u>	<u>(\$ 1,327.00)</u>	<u>\$ 4,305.46</u>
Fund balance, June 30, 1950, per books .....	20,665.32		
Add—Transfer from reserve for Technical Book Review Index .....	3,000.00		
	<u>\$26,643.78</u>		
Less—Transfer to general reserve fund .....	205.73		
Fund balance, December 31, 1950, per Exhibit I .....	<u>\$26,438.05</u>		

Note—See Note 2 to Statement of Assets and Fund Balances [p. 289] relating to income applicable to years subsequent to 1950.



## EDITOR

This report marks my tenth and last year as editor of *SPECIAL LIBRARIES*. They have been interesting and invigorating years and, if I had the time, I should like to review some of the outstanding happenings during this period. Instead I shall briefly review this year's work and pass on to you some recommendations for the future.

Most of the issues from that of July-August 1950 to the most recent one, May-June 1951, have been "special" ones, i.e., devoted to specific subjects or to Division interests. These have included a second international libraries' issue (July-August 1950); Government and technical articles (September, 1950-January, 1951); Division subjects—Publishing (February), Biological-Sciences (March), Business (April), and Museum (May-June). The Convention was written up in every issue in 1951 with the preliminary program appearing in the one for April and thumb-nail sketches of the speakers in May-June.

In September, 1950 an article appeared entitled "Wanted: A Table-of-Contents Reprint Service." This stirred up considerable interest and caused more letters to the editor than any subject for many a moon. Several of the comments received were printed in succeeding issues. Judging from the interest shown it seemed that such a service would be welcomed by our members and, therefore, in my report in October to the Executive Board I recommended that a committee be appointed to study this matter further as to its feasibility and cost. I do not believe the Board as yet has acted on this suggestion.

During the year the editor received a request from Dr. Lester V. Plum for permission to refer readers of his and Joseph Humphrey's new book *Investment Analysis and Management* to the November, 1945 statistical issue of *SPECIAL LIBRARIES* and to other articles relating to statistics appearing in the magazine. The Chief Attorney Adviser, Leonard Widman, of the Signal Patent Agency, Evans Signal Laboratory, Belmar, N. J., has asked permission to reproduce for official purposes technical articles appearing in our journal. Also in the April issue of the *Wilson Bulletin*, which was an anniversary one, there was reprinted the article by Anna Rothe which describes the reference collection and editorial research of the H. W. Wilson Company. This article appeared as part of the SLA Publishing Division's contributions to the February issue of *SPECIAL LIBRARIES*. I am mentioning these as examples of the diversified subject matter covered by our magazine and also the wide interest shown in its contents.

In April Mrs. Winifred Forwood, editorial assistant, resigned on account of ill health. She was replaced by Harry Snowden, a World

War II veteran, who received in June his master's degree in Library Service from Columbia University. Mr. Snowden has been working part time for SLA until his graduation when he became a full time assistant.

## RECOMMENDATIONS

For some time I have been advocating the editing of *SPECIAL LIBRARIES* entirely at Headquarters. With the continued growth of SLA in membership and prestige, the magazine will naturally cover a wider area of subject interests so as to serve more adequately than it now does the diversified interests of SLA in all its various aspects. In order to present a more professional journal to our members we should have someone who can devote far more time to securing articles, planning special issues and sections, format, etc., than a voluntary editor who has her own job to occupy most of her waking hours. In Mr. Snowden I believe we are most fortunate in finding someone who is familiar with all the phases of magazine make-up, having edited the *Carolina Quarterly* while attending the University of North Carolina. Not only did Mr. Snowden plan and edit the quarterly, he also secured the advertisements for it. Watching him at work on the May-June issue of *SPECIAL LIBRARIES* has convinced me that by appointing him editor of our journal we will be taking a step in the right direction. He is a careful editor, conscientious, and has a library background as well as a journalistic one. I therefore recommend that Mr. Snowden be appointed editor of *SPECIAL LIBRARIES* without too much delay. There is material on hand or in preparation for the next three issues so that his appointment could very well come sometime within the next six months—this would give him a short probationary period to prove to us that he is all we believe him to be.

To assist Mr. Snowden as editor I should like to recommend that the Publications Committee act as an advisory body and be enlarged to include a member from each Division. In this way an article pertaining to an advertising subject would be o.k.'d by the advertising member if there were any doubt in the editor's mind of its suitability for publication. The same procedure would apply to all controversial subjects of specific interests. The committee could meet with the editor once or twice a year to draw up plans for articles and to offer suggestions as to the best people to be approached to write them.

## FINANCES

"Finances" is one of the eternal \$64 questions for which we have been striving for a satisfactory answer ever since the journal came into being early in SLA history. In the Association's early years when finances were low it was natural that the growth of our journal was tempered by whether or not there was

money in the treasury to pay for its printing. Our editors through those years deserve a crown of glory for their excellent planning in bringing the magazine through its formative period, especially when they had so little money with which to work. But as the Association grew in membership and its finances also increased the magazine has continued to be handicapped as to the amount budgeted for its upkeep. Its pages fluctuate from thirty-two and cover to forty and cover. When we reached the latter figure granted by the Board in Ruth Hooker's administration, we thought we had reached maturity, but even that at times has proven a mirage. Whenever our budget has shown a tendency to show up red, the pages have had to be cut.

The reason I am stressing this state of affairs is that I believe the time has come for us realistically to face the financial future of the magazine as well as the professional one. It has been my practice to keep a happy medium in paging the issues. If as in the April and May-June issues we had to increase the pages, since these issues were devoted to special Division subjects and to Convention material such as the preliminary program and short biographies of the speakers, other issues will be cut to bring the average to forty pages and cover by the end of the year.

At the present time most of the money to cover the cost of printing the journal comes from advertisements and subscriptions. Mrs. Stebbins does an excellent job in securing advertisements, but there are lean months as well as months of plenty and they do not always counterbalance each other. It seems to me that when an amount is set aside in the budget for SPECIAL LIBRARIES' expenses sufficient leeway should be allowed to cover the lean months and to take into consideration the possibility that some issues may have to be larger than the designated forty pages and cover, and that when and if this increase is necessary other issues will not have to pay the penalty of being slashed. It may be that some portion of the dues, as has been suggested by the Finance Committee, should be allocated to the magazine. This is customary in some other organizations and was done by SLA during Marian Manley's editorship. Later our policy regarding it was changed.

It should also be borne in mind when thinking in terms of the size of a magazine just how many pages there are for Association material. For instance in a forty page magazine (not including cover) there is the Contents Page and approximately ten pages used for advertisements, leaving but twenty-nine for the SLA material. The remaining pages generally, include the "President's page," Convention news, Chapter and Division "Highlights," "Off the Press" and "Have You

Heard" sections, and four or five articles, depending upon their length. It has often amazed me to find how much information we do pack into a small magazine!

#### CONTENTS

Frequently the editor receives from members communications which are neither articles nor announcements but which should be brought to the attention of our readers. These generally appear under "Have You Heard," rewritten to conform with this column. It seems to me that we should reinstate "Letters to the Editor" to take care of these communications. As many will recall there was such a column in SPECIAL LIBRARIES about twelve years or so ago. It was finally decided to eliminate it because at times it was used to express too many personal and controversial opinions which continued ad infinitum. I believe that such conditions could be controlled by limiting the number of times the same subject could be discussed. If there is a question as to the advisability of printing certain letters the editor can always take up the matter with the Board. Many magazines and journals have such columns.

I also recommend that a cumulative index be prepared for SPECIAL LIBRARIES. This could cover ten year periods if desired. Such an index has been requested by members.

I have frequently wondered how valuable the "Highlights" are to our Chapter and Division members. Do they answer the purpose for which they were originally designed? In reading them over each month as they are sent in to the editor, they have frequently contained duplicate material which has to be cut. They also are often written in a high school newspaper style which does not conform to the professional tenor of the magazine. Again, a considerable amount of editing is necessary. If I am not mistaken, were not these "Highlights" to contain only announcements of new or completed projects undertaken by the Chapters and Divisions together with news of outstanding meetings or unusual accomplishments of their members? It seems to me that quite a bit of non-essential material has crept into this column. Such information can always be secured through Chapter and Division bulletins. I do not wish to recommend the elimination of these "Highlights," but I do think more thought should be given to their preparation.

#### QUARTERLY JOURNAL AND NEWS LETTER

The question of changing the present ten months journal to a quarterly has gathered momentum over these past few years. The main argument for it being that the magazine would then become a strictly professional publication on a subscription basis and any material of an Association nature would appear in a News Letter published monthly or ten

times a year to be sent to all members. Before such a change were made I believe a committee should be appointed to look into its advantages and disadvantages (costs, subscriptions, etc.,) and the membership given an opportunity to discuss the committee's findings. Personally, I do not believe the News Letter would serve the purpose proposed by its sponsors—that of taking the place of Chapter and Division Bulletins as well as keeping the members informed of Association affairs. In discussing the matter with several Division Chairmen the consensus of opinion seems to be that a News Letter could not take the place of their own bulletins in as much as many Division announcements are too lengthy to fit into a general news letter of from 8-12 pages; also many bulletins contain papers of interest to their members. Since many of these papers are of a general nature and would be of interest to all SLA members the answer to this latter objection would be to submit them first to the editor for publication in SPECIAL LIBRARIES. Such an arrangement was made a few years ago by the editor and Group chairmen, but with the yearly change in officers the old order came back into being—not having been passed on to the new regime. There is many an excellent paper lost in a Division bulletin when it should be read by everyone. I would, in this connection, like to recommend that Division chairmen contact the editor regarding papers before publishing them in their own bulletins.

#### TRANSACTIONS

I now come to a most controversial subject—to print or not to print the Transactions of conventions. Judging from the financial failure incurred by the 1950 volume, to say nothing of earlier ones, I should say “no” to any future proposals. The idea is excellent but few of our members seem to realize the time and energy expended on the preparation of such a volume let alone the money involved in printing costs. There is something wrong somewhere when only 300 of our members place pre-publication orders for such a volume, although many more clamor for it beforehand. Unfortunately the 1950 Transactions were unduly late in being published due to the fact that (1) the orders were slow in being received so the Board was not able to give the “go ahead sign” until after the first part of October, and (2) both the editor and editorial assistant were handicapped because of the latter's illness. Instead of the volume being off the press in January it was March before it was available—although in this respect we are on a par with the American Gas Association whose meeting is in October and its Proceedings not distributed until the following June. I also know of other Associations whose proceedings are equally

late in making an appearance. Their delinquency is, however, no excuse for us, but at least we do not stand alone!

Unfortunately the cost of printing was based on the number of pages included in the last Proceedings published in 1943 which totaled 160. This estimate was received before all the reports and papers of the 1950 Convention were in hand. The difference between the paging of the 1943 volume and that for 1950 brought the total printing cost up to almost \$1000 over the amount allocated. Although the amount of money raised at the Atlantic City Convention was more than adequate to cover the additional cost such a deficit should not occur. Everytime we contemplate issuing the Proceedings as a separate volume we lose money. As I said last year when I proposed the publishing of the Transactions, it would probably be a test case and we would either sink or swim according to the outcome. It does seem as if we should have to abandon the idea and return to our previous procedure, i.e., publishing all the reports in the October issue of SPECIAL LIBRARIES and scattering, during the year, the general papers in the other issues with the Divisions printing their papers in their own bulletins. Someone has suggested that all the papers be abstracted in the journal with a note that anyone wishing to see a paper in full could borrow it from Headquarters. Whether this idea would be feasible I do not know. I should like an expression of opinion on it.

If, and that is a very big if, the Transactions should ever again be published it would probably be better to have them offset with the papers sent the editor from the authors typed as they should appear. As it now stands there is always so much editing to be done that it takes literally a “month of Sundays” to prepare them for the printer. No one knows, unless he sees them, the condition of some of these papers when the editor receives them. Corrections all over the copy, poorly written and typed, and with no conception of the fact that a paper prepared for delivery cannot always be printed in that form. Also there should be enough orders, without a follow up from Headquarters, on hand by the middle of July to warrant the immediate preparation of copy so that all material could be in the printer's hands not later than September first and the number of orders should not be less than 500. Members should also be prepared to pay \$7.50-\$10 a copy if necessary.

The old adage “live and learn” is very appropriate in the present situation. The “learning” this time, as it so often does, has turned out to be rather costly. Maybe we can settle the matter once and for all at the June Convention.

As a point of interest I had a notice from

the American Transit Association the other day stating that it was discontinuing, as of 1950, publishing its Transactions. This organization and its predecessors have issued these volumes yearly from 1884, with the exception of the war years when no conventions were held, until 1949. Evidently other associations are up against the same problems.

#### CONCLUSION

I want to take this opportunity to express my thanks and appreciation to all SLA officers, past and present, who have given me their support and courage to carry on the editorship of SPECIAL LIBRARIES through these past ten years. My gratitude especially goes to our

president, Elizabeth Owens, for her friendship and understanding and to our Executive Secretary, Kathleen Stebbins, who has worked with me during many ups and downs through these years.

To all members of SLA I say "thank you" for your contributions, cooperation and loyalty. As editor, I have endeavored to make the magazine your journal and have sought articles which would be of interest to the beginner as well as to those who preferred a more technical approach to a subject. It has been fun and I have enjoyed serving you and working with you.

ALMA C. MITCHILL.

## Reports of Chapters, Divisions, Committees and Special Representatives<sup>1</sup>

### CHAPTER REPORTS

#### ABSTRACTS

BALTIMORE: No final report.

BOSTON: Albert Roy reporting. The Boston Chapter looks backward to a good year with eight monthly meetings having an exceptionally large attendance of from 60 to 150 persons each. (Total membership, 328.) Mrs. Elizabeth Owens visited the Chapter on March 5, 1951. The last of four Executive Board meetings was a joint meeting of the outgoing and incoming Boards. The Board took special efforts to present the interest and welfare of the Association to the Chapter. A special membership Recruiting Drive Committee was appointed to study the potential sources of membership, the emphasis being placed on qualifications rather than quantity. The Board also concerned itself with planning ahead and entertained the proposition of holding the annual convention in Boston in 1956. The Bulletin now has nine paid advertisements which has furthered the goal of making it self-supporting. The Chapter has established a Reserve Fund and is considering an appropriate

tion to defray the travel expenses of the president or his delegate.

CINCINNATI: Joseph Olah reporting. As a public service the Cincinnati Chapter of SLA and the Cincinnati Public Library sponsored a series of lectures on "The Effects of Atomic Weapons on a Community." Mrs. Owens visited the Chapter on February 23, 1951. This Chapter extends an invitation to the Special Libraries Association to select Cincinnati as its Convention City for 1954.

CLEVELAND: Mary Frances Myers reporting. Several "methods" meetings were held during the year, one of which was held at the Firestone Tire and Rubber Research Building in Akron, one at Fuller and Smith and Ross, Inc. on where and how to find answers, one at Case Institute of Technology on Chemical Literature searching and another at Baker, Hostetler and Patterson law firm on Fair Trade laws, Trademarks and Copyrights. Dr. Blake Crider, head of the Psychology Department of Fenn College spoke at the April dinner meeting on "Emotional Aspects of Living." The annual meeting was held at the Ohio Agricultural Experiment Station at Wooster at which time there was a unanimous vote to extend to the Special Libraries Association an invitation to hold the 1954 Convention in Cleveland, Ohio.

<sup>1</sup> Reports not appearing in this issue were either not received or were received too late for publication. Copies of the reports in full are on file at Headquarters.)

COLORADO: Melbourne Davidson reporting. The Colorado Chapter was installed on April 29 and the Chapter is concerned with problems of organization.

CONNECTICUT VALLEY: Muriel Williams reporting. Signs of activity during the year were the formation of a local Science-Technology group; formation of a Springfield section; increased interest in Union List of Periodicals; paid advertising in the Bulletin; and new types of programs including an October get-together with committee meetings and a Saturday picnic in the country.

GREATER ST. LOUIS: Constance Pfaff reporting. The Chapter was host for the Executive Board and Advisory Council meeting held October 19-21 at the Statler Hotel in St. Louis at which time the out-of-town librarians were entertained on the *Golden Rod*, one of the last of the old river show boats. The Chapter voted, for the first time in its history, to send a representative, expenses paid, to the Missouri Library Association convention in Kansas City, October 2-3, 1950. Five regular meetings were held during the year. The Chapter is especially interested in a Newsletter from headquarters and would like to see it become a reality [editorial note: Special Libraries Association Executive Board and Advisory Council Bulletin, Vol. 1, No. 1 July 1951] since it was felt that this means of coverage of items of national interest would relieve the problem of issuing the Chapter bulletin, *The Slate*, which has always been wholly or partially subsidized by an organization. This situation is not believed to be desirable in itself and has proved to be a handicap in the nomination and election of otherwise qualified officers.

ILLINOIS: Kenneth Fagerhaugh reporting. Eight regular meetings were held. As an experiment the time of the meeting was rotated, Tuesday, Wednesday, Thursday and the meeting place varied. The success of the trial could not be evaluated. In addition, a very successful Christmas mixer was held. Executive Board meetings were held July 6, 1950 and April 24, 1951, all officers and directors being present. Statistics for the Duplicate Exchange list, May 1950 to March 1951, show that 44 libraries used this service; 267 titles were listed. The first class in "Organizations of Library Material for Use" was attended by sixteen members. Another course in reference is anticipated for the coming year. A get-acquainted meeting was held July 12, 1950 for the 33 committee appointees, the purpose of which was to have committees meet and to outline plans for the coming year. This proved very successful and Mr. Fagerhaugh recommends that it be done in other Chapters.

INDIANA: Harold J. Sanders reporting. Five meetings were held, the first at the home of the authors of *Practical Business Psychology and Sizing Up People* (Donald & Eleanor Laird). One of the other meetings was at the Indianapolis Press Club and included a tour of the *Indianapolis Star-News* library. The Chapter is working on a union periodical file; a *Directory of Indiana Librarians* is being started and the Indiana Chapter is covering the special librarians for this project.

KANSAS CITY: Zelia J. French reporting. The Chapter project for the past two years has been a *Union List* with 25 libraries participating. Section A-F has been completed and proofread; multi-lith reproduction is anticipated. Mrs. Owens visited the Chapter on April 26. Although the membership of the Chapter remains about fifty it is felt that the continued interest of a nucleus in Kansas City and vicinity should be considered more important than an enlargement of the membership which area includes Oklahoma and Kansas.

LOUISIANA: Verlyn C. Sanders reporting. Six meetings were held during the year, one of which was a boat trip, by courtesy of the California Company, to the Louisiana Offshore oil fields. Jointly the Texas and the Louisiana chapters entertain the possibility of having the Annual Convention in New Orleans in 1954. The preparation of a *Union List of the Holdings of the Members* is a continuing project.

MICHIGAN: Florence Armstrong reporting. There were six dinner meetings during the year with speakers on library subjects. The high spot of the year turned out to be a panel discussion on library bulletins, routing of magazines, special library cataloging and care of pamphlet files. Separate meetings have been held by the Advertising, Biological Sciences and Science-Technology groups; the first mentioned has only 10 members and its continuance is doubtful, but the Biological Science group is very active and the Science-Technology group continues to work on a revision of the *Union List of Serials*.

MILWAUKEE: Esther Hamilton reporting. The year 1950-51 has shown accomplishment and progress as indicated by an increase in membership, revival of the Chapter Bulletin, first draft of the Chapter history, a substantial beginning to a revision of the *Union List* and the celebration of the twentieth anniversary as a Chapter. Mrs. Owens visited the Chapter on February 5, 1951.

MINNESOTA: Frederic C. Battell reporting: The activities of the Minnesota Chapter during the year 1950-51 were concerned with

plans and preparations for the 42nd Annual Convention. Nevertheless, six regular dinner meetings were held. Mrs. Owens visited the Chapter on November 28, 1950.

**MONTREAL:** Mrs. Lawrence Short reporting. The Montreal Chapter has spent much time on the SLA Constitution and By-Laws in an effort to clarify professional responsibility and qualifications. The work of the membership and employment committees has also been affected by this problem. Personnel record cards were sent to the entire membership with the idea of obtaining statistical information regarding salary ranges for the area and to facilitate and improve the employment service for both the individual and for employing companies. Eight meetings were held during the year. Plans are going ahead for next year for an Institute on Administration and Preservation of Records. The *Union Serials List* has now taken the form of a list of serial titles in the special libraries of the Montreal area.

**NEW JERSEY:** Hazel Kirk Levins reporting. The New Jersey Chapter has had an interesting year. The Periodical Clinic was enthusiastically received by both public and special librarians and there have been requests to run another. The high point of the year was the testimonial dinner for Alma Mitchell on her ten years as editor of *SPECIAL LIBRARIES*.

**NEW YORK:** Catherine J. Curran reporting. Because of the size and complex group structure of the New York Chapter the scheduling of meetings is a problem and it is recommended that some thought be given to the whole subject of program planning to cope with the competition from television, hectic schedules and conflicting interests in SLA. With Chapter meetings, meetings for each of the thirteen Groups, luncheons, SLA Executive Board and Advisory Council Meetings, and special project gatherings the line must be drawn somewhere. Informal luncheon get-togethers were well received with attendance from fifteen to twenty-five. The result is a friendlier acquaintance with each other and a greater awareness of each other's fields of specialization. Under the sponsorship of the New York Chapter, the Ballard School, YWCA, is offering three courses: Subject Filing and Indexing, Library Cataloguing, and Library Clerical Practice. However, falling enrollment may result in temporarily discontinuing these classes. An Advertising Sources Course was held and a publication of the *Union List of Business and Financial Services* by the Financial Group is anticipated.

**PHILADELPHIA:** Marie S. Goff reporting. Among the projects instituted and completed during the year were the mailing to all members a descriptive *Brochure of the Special Libraries Council of Philadelphia and Vicinity*; amending the Council By-Laws; the approval by the Executive Board and Advisory Council of an Awards Plan; revision of the *Chapter Manual*; a new eighth edition of the *Directory of the Libraries and Information Sources in Philadelphia and Vicinity*, and consideration by the Science-Technology group to continue the PB project.

**PITTSBURGH:** Josephine R. Gilmore reporting. The Executive Board met four times; the Science-Technology group twice; the College and University group twice. One Chapter meeting was held to formulate recommendations regarding constitutional changes, and a Chapter Christmas party was held. Mrs. Owens visited the Chapter on February 26, 1951. When the University and College Division was disbanded on the Association level many of the best members of the Pittsburgh Chapter withdrew their membership. These people finally chose to maintain group relations with the Chapter on the local level. The *Union List of Serials of the Pittsburgh Area* is nearing completion and it is expected that the 23,000 entries will require some 800 pages. Four recommendations were made by the chairman of the Constitution and By-Laws committee concerning the revision of the Chapter Constitution: The Executive Board should be enlarged by at least two additional directors; an Advisory Council of chairmen of committees and groups should be created; the chairmen of local groups should be nominated by the group itself rather than appointed by the President; the Chapter Nominating Committee should be required to solicit suggestions from all members of the Advisory Council as well as the membership-at-large. The Chapter voted to invite the Association to hold its convention in Pittsburgh in 1955.

**PUGET SOUND:** Eva L. Robertson reporting. Six meetings were held during the year. Mrs. Owens visited the chapter in December. There was a slight decline in membership which, it was felt, was due to the uncertainty stirred up by the controversy on membership requirements. A bank and several manufacturing concerns were contacted concerning the advantages of establishing a special library. The Puget Sound Chapter is still a young chapter and the efforts of the Personnel Committee and the Membership Committee have not as yet shown results, but the chapter looks forward to years of increased activity.

**SAN FRANCISCO BAY REGION:** Berna M. Carlson reporting. Four Executive Board meetings and seven regular chapter meetings were held. There was unusually high attendance this year. Mrs. Owens visited the chapter in December. The 13 per cent decrease in membership was thought to be due to misunderstandings of the proposed constitutional changes regarding membership. The Union List Committee completed the tremendous project of a new edition of the *Union List of Serials for the San Francisco Bay Region*, a task which has taken three years.

**SOUTHERN CALIFORNIA:** Kathleen S. Edwards reporting. Ten meetings were held during the year, Mrs. Owens being present at the December meeting. Several methods of sending notices of meetings have been tried; the objection to having reply slips in the *Bulletin* being that too often there is a delay in reading the *Bulletin*. Postcard notices were favored. The possibilities of a printed bulletin are being investigated; it is believed this can result in a saving of both time and money.

**TEXAS:** Mary Herren Bellman reporting. The Texas Chapter had four one-day meetings during the year at Houston, San Antonio, Baytown and Dallas. Since many in the chapter have not had the opportunity of attending Association meetings, the entire year's program was planned to offer aid to inexperienced members and to allow for a forum for discussion of mutual problems. Listings of duplicate periodicals were made in the fall and spring; a number of libraries continued to cooperate with the Texas Library Association in a *Union List of Periodicals in Technical Libraries in the Gulf Coast Area*. There was a substantial increase in membership. The chapter is becoming better known and members have become better acquainted.

**TORONTO:** Roena Phillips reporting. A joint meeting with the Western New York Chapter was held; Mrs. Owens visited the chapter in March. An exhibit is being prepared consisting of pictures of the libraries in the Toronto area. Routine library forms, floor plans, etc. will be included. An invitation was extended to the Special Libraries Association to convene in Toronto in 1953.

**WASHINGTON, D. C.:** Jane Brewer Amann reporting. Exclusive of Executive Board and Committee meetings, there have been over fifty topical and business meetings of special librarians held under the auspices of the Washington, D. C. Chapter. One chapter meeting was devoted to the care of library collections under emergency conditions, moving of books, repair of fire and water damage,

etc. Among the group activities are to be mentioned that the Science-Technology group contributed to the symposia being conducted in Washington on the organization of technical literature; the Legislative Reference group held a panel discussion on the organization of legislative materials; the Geography and Map group continued the work of its Committee on Cataloging Rules for Maps; The Membership Committee is completing a Directory and Chapter Handbook; the Public Relations subcommittee is about to release the fourth edition of *Library Facilities in the District of Columbia and Vicinity*. The Community Service Committee expanded its service to include a program of reading to the ill and a sub-committee made more than a thousand scrapbooks of greeting cards for the Children's Home and Children's Hospital, and other local institutions. Membership cards have been issued to the membership. In May the chapter was invited to participate in a visit to the new Dupont Lavaisier Library with the Philadelphia Council.

**WESTERN NEW YORK:** Elizabeth Congdon reporting. Four meetings were held during the year, one a joint luncheon meeting with the Toronto Chapter at Niagara Falls. Mrs. Owens visited the chapter on March 10. A new chapter constitution was adopted which enlarged the Advisory Board from five to seven and provides for a Public Relations Committee. There is a possibility that a joint meeting of the New York Library Association and the New York and Western New York Chapters of Special Libraries Association will be held at the Lake Placid Club in the Adirondacks in October, 1952.

MARGARET HILLIGAN, *Chapter Liaison Officer*

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## DIVISION REPORTS

### ABSTRACTS

**ADVERTISING DIVISION** reports a membership of approximately 258 with a slight decrease from the previous year. There are now 161 subscribers to *What's New*. The editorial policy adopted at Atlantic City has resulted in a more cooperative and professional publication. Every member is urged to become a regular contributor. *What's New*, now printed commercially, is self-sustaining.

GRIEG ASPNES, *Chairman*

**BIOLOGICAL SCIENCES DIVISION** reports a continued growth in membership after losing many members at the beginning of the year. In fact the chairman has done a tremendous job in bolstering the spirits of this Division which had been inactive for several years.

MRS. FLORENCE COOKSLEY, *Chairman*

BUSINESS DIVISION also reports a growth in its membership after losing a number of members at the beginning of the year. There are now 316 members compared to 466 last year. The *Business Bulletin* was put on a subscription basis at the beginning of the year and at present there are 113 subscriptions at \$1 each. The bulletin contains evaluation of services and comprehensive articles and bibliographies pertinent to the field.

AGNES O. HANSON, *Chairman*

FINANCIAL DIVISION has issued four bulletins this year, the first a proceedings of the 1950 convention at Atlantic City which was sent to the entire membership in the division and the last three were sent out on the regular subscription basis. There were no projects this year but under the guidance of Marion Wells articles by division members appeared in *Bankers Monthly*.

ELIZABETH D. KNAPP, *Chairman*

GEOGRAPHY AND MAP DIVISION issued two bulletins this year. The Committee on Cataloging Rules for Maps is preparing a card, descriptive cataloging rules and a subject headings list. The Committee on Chapter Boundaries is preparing a map to submit to the Executive Board of the Association showing boundaries for chapters. This committee has been delayed due to details of chapter affiliations and residence of all members. The Committee on Map Resources in the United States has a tentative questionnaire ready to send to organizations having map collections and expects to collect detailed data this coming year.

DR. BURTON W. ADKINSON, *Chairman*

HOSPITAL AND NURSING LIBRARIANS DIVISION [Now Hospital Division] reports that the *Objectives and Standards for Patients' Libraries* is now ready for publication. The revision of *Objectives and Standards for Medical Libraries* and *Objectives and Standards for Nursing Libraries* will be ready for discussion at the convention in St. Paul. A constitution for the division is being drafted and will be ready for decision at the June meeting.

MRS. JACQUELINE FETTER, *Chairman*

INSURANCE DIVISION has 225 subscribers for *Insurance Book Reviews* but this publication is still not self-sustaining at \$2 per year. All papers pertaining to the Insurance Division, presented at Atlantic City were sent to the members in September. As the result of a questionnaire sent to members, statistics have been gathered which will be helpful in organizing a new library or reorganizing an existing library.

MARGUERITE RUMMELL, *Chairman*

MUSEUM DIVISION noted a marked increase in membership after its roles had been depleted to 181 in August 1950. The division now has 204 members. A membership directory was published in the October 1950 bulletin and a supplement in May 1951. The May-June issue of *SPECIAL LIBRARIES* contained papers by seven of its members.

ANNA LINK, *Chairman*

NEWSPAPER DIVISION reports a 22 per cent increase in its membership, from a depleted 150 in August 1950 to 183. The that the manual idea be given up and the Handbook Committee. It has been suggested that the manual idea be given up and the manuscript be issued as a series of essays on newspaper librarianship. Five issues of the bulletin were published this year with a new format being used. There are 200 subscribers for this self-sustaining bulletin. Permission to reprint an article by Robert Surosky, titled "Cuts and Elements" was granted to G. Whatmore, librarian of the *Nottingham (England) Journal*. Two months before the St. Paul Convention Tom Connor of the Boston Post wrote a four column article in *Editor and Publisher* giving details of the convention program and highlighting the important function of newspaper librarians in journalism.

MILTON PRENSKY, *Chairman*

PUBLISHING DIVISION now in its fourth year numbers approximately 200 members representing the leading publishers of the country. The February issue of *SPECIAL LIBRARIES* contained articles by its members.

DORA RICHMAN, *Chairman*

SCIENCE-TECHNOLOGY DIVISION chairman reports that she sent out three general mailings to the members to keep them informed of S-T activities.

#### SECTIONS

*Chemistry*. Two projects were proposed during the year. The first, a bibliography on chemistry awards and prizes was considered of interest to all sections and therefore has now been made a division project under the Chairmanship of Gretchen Little. The second, a cumulative index to the 42 volumes of the *Transactions* of the American Institute of Chemical Engineers will be discussed at the June convention.

*Engineering-Aeronautics Section* had no particular project other than the planning for the convention.

*Metals Section* reports a new project "Directory of Foreign Alloys." Plans are being formulated for an exhibit at the World Metallurgical Congress when it meets in Detroit.

*Petroleum* section instituted a duplicate exchange.



*Pharmaceutical* section reports a very successful year for *Unlisted Drugs* with 267 paid subscriptions at \$5 per year. The "Union List of Periodicals in Pharmaceutical Libraries" is well on its way to completion. The third project, a foreign patent pool has received preliminary study during the year.

*Public Utilities* section sponsored a model library exhibit at the American Gas Association convention and as a result publicity appeared in the *American Gas Journal* and the *Gas Age Record*. A booklet entitled *Selected List of Books for a Gas Company Library* was distributed. Two projects are in progress, a survey of publicity methods by public utilities and a list of power plants in the U. S.

#### COMMITTEES

*Archives*. All material received was either weeded or sent to Headquarters.

*Awards*. This committee was referred to in the Chemistry Section and its purpose is to compile a list of awards made by various scientific and technical societies based on the publication *Scientific and Technical Societies of the U. S. and Canada*.

*Bibliography Pool*. Thirty loans were made during the year and nine bibliographies were added. There are ninety-six bibliographies in the pool with most of them in the fields of biochemistry and metallurgy.

*Convention Program*. Little was accomplished this year about securing abstracts or outlines of papers in advance but the committee suggests that if the standards of the papers are to be raised, emphasis must be placed on submitting papers well in advance.

*Division Structure*. A "Handbook of Procedure" will be ready for distribution at the convention in June.

*Membership* reports the following number of members: Chemistry 492; Engineering-Aeronautics 214; Metals 197; Unaffiliated 114; Petroleum 144; Pharmaceutical 134; Public Utilities 62.

*Nominating* had charge of the necessary work entailed with the duties of such a committee.

*Public Relations* chairman was made a member of the Association's Public Relations Committee.

*Salary Survey—1951*. A second survey was made the results of which will be made known at the June convention.

*Sci-Tech News* reports 397 paid subscriptions.

*Technical Libraries*. At the Advisory Committee meeting in New York, it was decided to change the title of this publication from *Science Technology Libraries—Their Organization and Administration* to *Technical Libraries—Their Organization and Management*.

*Ways and Means* has been hard at work investigating a means of increasing the income of the division. The committee feels that an increase of 27 cents per member should be given the division if the dues are increased.

THELMA HOFFMAN, *Chairman*

SOCIAL SCIENCE has issued two bulletins this year, the first to 627 persons and the second to 580 compared to 900 the year before.

#### SECTIONS

*Industrial Relations* section has been working on a wider indexing of labor periodicals. P.A.I.S. is unwilling at this time to undertake any further indexing of the subject but Labor-Personnel Index cooperated by adding 25 titles suggested by the committee.

*Public Administration Section*. The possibility of a teletype or telegraph communication system between public administration libraries is being explored and the results of a questionnaire will be discussed at the June meeting.

*Social Welfare* section has been at work during the year on the proposed revision of the Social Welfare Subject Heading list.

MARIANNE YATES, *Chairman*

TRANSPORTATION DIVISION reports a loss in membership which now totals 74. One bulletin will be issued this year just before convention which will carry a membership directory and the first section of the source list of statistics dealing with railroads.

CATHERINE ANNE PEARCE, *Chairman*

#### RECOMMENDATIONS

1. The DLO upon the receipt of the financial reports of the divisions which have been sent to the Executive Board recommends that an allotment of at least 27¢ per member be given to the divisions.
2. The Social Science Division Chairman again recommends that the annual dues statement include a list of divisions (and sections within divisions.)
3. There is a definite need for a study of how the division chairmen can best be apprised of the activities of local groups within chapters. It has been suggested that these local groups report directly to the Association division chairman.

THE DLO wishes to thank the Division chairmen and the Division Relations Committee, Agnes Henebry and Gretchen Little for their interest and cooperation during the year. She is also grateful for the courteous service rendered by Mrs. Stebbins and the headquarters staff.

SARA M. PRICE, *Division Liaison Officer*

## COMMITTEES

### ARCHIVES

The Archives Committee has been engaged in compiling a comprehensive index of the minutes of the Executive Board and Advisory Council covering the years 1949-1951.

This was accomplished at the request of Beatrice Simon, who suggested that the index be prepared on the basis of continuous paging of the minutes for each session. While this entailed some revision of the practice followed in previous years it was decided by the Archives Committee that the suggestion was worthy of attention and the index was prepared.

At the meeting of the Executive Board in March, 1951 it was recommended by the Chairman of the Archives Committee that the repetition of committee reports in writing up the minutes be discontinued. With this in view the reports of June meetings have been much streamlined and reduced in volume. Nothing has been lost as the reports still appear in one place but are not repeated in later minutes.

It was also suggested that the members of the Archives Committee be chosen from among those members residing in the environs of New York as so much of the work of the Committee must, of necessity, be performed at headquarters.

The Archives Committee thanks Mrs. Kathleen B. Stebbins, Executive Secretary for constant assistance in procuring reports of the Executive Board and Advisory Council and for constant advice upon consultation.

MARY ETHEL JAMESON, *Chairman*

### AWARDS

Because the chairman was not able to meet her committee in person this year the work of the Awards Committee had to be done by correspondence. Three communications, including this report, have been sent to Awards Committee members and eighty-five letters and award blanks were sent to Board members, Chapters, Divisions and other committee chairmen. In these were included requests for suggestions for this year's recipient and also an opinion on the advisability of changing the basis for granting the award.

The widespread response which award notices received was due in no small degree to our president's reminder concerning it. Four persons were mentioned as candidates for the Award:

Lucile Jackson	3 recommendations
Alma C. Mitchell	20 recommendations
Joan Lynn Schild	1 recommendation
Dr. Louis Shores	1 recommendation

Several reported no nomination.

The enthusiastic and spontaneous recommendation of Alma C. Mitchell amounted almost to a "landslide nomination" and left the committee with a problem. It was recognized

that her contributions in 1950 would have amply justified presentation of the award this year. Nevertheless the members consulted thought that this award, which is usually given for a single contribution, was not in keeping with the wish of the membership to recognize not only her recent accomplishments but all of her many outstanding contributions to special librarianship and to the Special Libraries Association.

Therefore the Award Committee recommended to the Executive Board that no regular award be presented this year, but instead they authorize a special award to be presented this year to Miss Mitchell which would recognize all of her many accomplishments and express the love and appreciation of the Special Libraries Association members for her.

The Executive Board was enthusiastic in accepting this suggestion and the members already know of its accomplishment.

The desire in this case to recognize such outstanding and long sustained service to our profession has served to crystallize the thinking of many that the basis of the SLA award should be adjusted.

ROSE VORMELKER, *Chairman*

### CONVENTION

"The forty-second Annual Convention of the Special Libraries Association was held June 18-21, 1951, in the Hotel Lowry in St. Paul, Minnesota." To members who have served on convention committees the above words speak volumes; to those unfortunates who have merely attended conventions, or who have not attended them at all, the statement may be nearly meaningless. Putting on a convention involves well over a year's work for the convention committees, and includes heartaches, ruffled feelings, and jangled nerves. But once the affair is over the friendships are firmer than ever and the relief and satisfaction are tremendous.

Committee chairmen for the 1951 convention were appointed before the 1950 convention in Atlantic City, and the long series of meetings to formulate policies and to make plans started soon after Atlantic City. The small committee meetings were held in the homes of committee members, and several of the larger meetings were held in the cafeteria and the Board of Directors' room of Brown and Bigelow, in St. Paul.

It was the aim of the Minnesota Chapter, through the Hospitality Committee, to pervade the convention with an atmosphere of friendliness and good feelings. To help accomplish this several devices were tried, some of which were planned and some impromptu. As many of the Saturday arrivals as could be rounded up were taken on a picnic to a spot overlooking the Mississippi River, followed by a tour

of several scenic spots around the Twin Cities. On Sunday evening coffee and doughnuts were served at a very informal "mixer" in the Hotel Lowry. The reception in the James Jerome Hill Reference Library on Monday evening was informal, and replete with a receiving line of the SLA national and convention officers, an Indian drum and bugle corps in full regalia, a professional master of ceremonies, and refreshments for all. On Wednesday evening the annual banquet took the form of a smorgasbord, complete with all the trimmings and with seconds for everyone, at which Kenneth Fagerhaugh presided as master of ceremonies. Several special awards were made at the smorgasbord, music was provided by a seven piece orchestra, and a hilarious musical comedy put on by members of the Minneapolis Public Library staff climaxed the program.

All of the scheduled meals in the headquarters vicinity were held in the Lowry, and the hotel management cooperated wonderfully with the Meals Committee as to the food, the menu, the prices and the service, as well as in all other matters regarding the convention. In order to promote a greater spirit of friendliness, a greater mingling of the members, and the chance for a wider interchange of ideas, communal breakfasts and lunches were served buffet style in the headquarters hotel. The experiment proved to be very successful and there were many comments from the members as to how nice it was to be able to meet others informally. Members of the Hospitality and Meals committees did a yeoman job in introducing strangers and escorting them to the tables.

For those members who wanted to get away from the hotels for a while there were trips to several of the large and well-known manufacturing plants of the Twin Cities, along with trips to some of the local college libraries. The most ambitious divisional trip was an all day excursion to the famous Mayo Clinic in Rochester, Minnesota.

Preparation of the program proved to be a major task covering about nine months and involving constant building and numerous revisions. A series of form letters was sent to the division chairmen, division program chairmen, and local division representatives, requesting tentative program information. In the first mailing there was included a blank program schedule form to be filled in and returned to the Convention Chairman's office. The subsequent mailings contained the revised programs. Each division cooperated very well, and although some telephoning and teletyping was necessary, the programming, for the most part, went fairly smoothly. Each division was permitted to arrange its meetings any way it wanted them, with the exception that no division meetings were permitted during general

sessions, nor during breakfast or luncheon meetings in the vicinity of the headquarters hotel.

The actual printing of the official program itself was an interesting task. First the copy had to be complete in the most minute detail. Various type faces had to be decided upon and their uses within the text determined. Then followed a series of proof readings before the program was finally ready to go to press.

The Convention Committee felt that the success of the conference, so far as attendance was concerned, would hinge largely upon the quality and the extent of the advance publicity. Releases were therefore sent to all of the local newspapers, and the SLA membership was kept informed by means of monthly articles in *SPECIAL LIBRARIES*, releases sent to chapter bulletin editors, announcements and travel literature sent to chapter presidents, and a circular letter sent to each member. The envelope containing the circular letter was printed especially for the occasion and contained in addition to the letter, a tentative convention program, a specially prepared pictorial map of the special libraries in the Twin Cities, an advance registration card, and a hotel registration card. Shortly before and during the convention, releases containing photographs of many of the speakers were sent to the newspapers. For the first three days of the convention the Publicity Committee issued a daily newspaper containing convention news. Requests for information as to Minnesota vacation facilities were also handled by a member of this committee.

The Hotel Lowry was convention headquarters, and handled all room reservations. When the Lowry's facilities were served to capacity, its management referred the remaining room requests to the St. Paul, St. Francis, and Ryan Hotels. Several of the division meetings were held in the St. Paul Hotel. For the duration of the convention the management of the Lowry provided many free services, including suites for the president and executive secretary, rooms for the convention chairman and the Publicity Committee, an interviewing room for the executive secretary, use of all meeting rooms, and space for the commercial and association exhibits. The meeting rooms in the St. Paul Hotel were also gratis.

Last minute developments regarding arrangements on the mezzanine and in the ballroom of the Lowry necessitated a rearrangement of the exhibit space. The exhibitors took these emergency changes in stride and most of them voiced pleasure at the interest shown in the exhibits by the delegates. On Wednesday afternoon the Convention Committee held an informal cocktail party for the exhibitors who, almost without exception, expressed to the Chairman their personal de-

light at being entertained thus by the Association.

Bus transportation for all convention trips was handled by the Transportation Committee. The three days on which trips were scheduled saw the arrangement and successful completion of thirteen trips. Although it was the intention of the committee to merely break even on the transportation expenses, actually the delegates turned out in such numbers that a small profit was made on some of the trips.

The Information Committee established itself in the main line of traffic between the ballroom and the exhibit booths, and their services were augmented by representatives of the St. Paul Welcome Wagon. In addition to handing out information to the delegates, this committee was responsible for stuffing the envelopes which were given out at the registration desk.

Convention finances in St. Paul were handled by the convention treasurer, and in all more than \$8,000 in cash passed through his hands. Net profit from the Convention was \$2,472.33.

The Registration Committee set up its headquarters in a special room on the mezzanine floor of the Lowry. Members of the committee worked for months ironing out the details of registration and the preparation and handling of tickets. Tickets for meals and transportation were sold at the registration desk, and to aid bookkeeping and to help avoid confusion each event was numbered on the ticket and identified by the same number in the official program. The heaviest registration days were Sunday, with 276 registrants, and Monday with 275. The St. Paul Association of Commerce was very helpful both before and during the convention, and during the heavy days of registration they had several of their assistants at the registration desk helping the committee. They also loaned the committee much necessary equipment. The Convention Committee was very pleased with the registration figures. There were 579 delegates from thirty-six states, the District of Columbia, Canada and Finland. New York led the state delegations with 105 members; Minnesota had 85; the District of Columbia 49; and Illinois 48. Canada sent sixteen members from Ontario, eight from Quebec, and two from Manitoba.

If the convention was a success, it was due to the complete and eager cooperation of everyone involved. The members of the Minnesota Chapter worked together as a unit serving on committees and giving help whenever and wherever called upon. Chairmen and committee members of past conventions were also very helpful in giving counsel and help based on their convention experiences. The headquarters staff, the local companies and insti-

tutions, the managements of the St. Paul Hotels, the St. Paul Association of Commerce, the SLA division representatives—everyone contributed generously to put the St. Paul convention across.

FRED C. BATTELL, *Chairman*

#### DOCUMENTATION

At the Executive Board meeting of March 3, the committee's report of February 6 was considered. Recommendation eight of the above report was accepted by the Executive Board, covering the committee's definition of documentation as being "the art comprised of (a) document production, (b) document distribution and (c) document utilization."

A verbal recommendation that the committee be continued for another year was also accepted at this time.

The Executive Board accepted recommendation three of that February 6 report which reads: "3. Informing the Librarian of Congress of the basic and primary interests of SLA in the preparation of any cataloging code for American libraries." However, your committee has not effectively carried it out as yet as the ALA has been asked by the Librarian of Congress to make a non-partisan survey of its cataloging policies. At this time a member of the Library of Congress cataloging staff is now conducting that non-partisan survey by appointment of ALA.

The following recommendations for the 1951-1952 year were agreed to by the members of the committee in the absence of one member, Dr. Taube, who was unfortunately unable to attend the convention but who had previously concurred in our February 6 recommendations. The committee proposes to re-study in 1951-1952 recommendation six which reads: "6. Recommending that a present existing, tightly-knit organization be assigned the task of preparing US national bibliography, with UNESCO or foundation support," and it will report to you the results of this restudy.

The committee feels that the following five recommendations of our February 6 report should form the basis of next year's study with a view to early implementation. These recommendations read:

1. Encouraging research in this field.
2. Advocating and practicing standardization in bibliographical items.
5. Going on record as disapproving the formation of "holding companies" for preparing national bibliographies, such as were advocated in the *US Report on National and International Bibliographic Problems*.
9. Giving to phases (a) and (b) the professional attention it (SLA) devotes only to phase (c) at this time.
10. Actively encouraging information officers to join SLA.

In addition to the above the committee feels that it should study the problem of standardization of entry for periodicals. Individual members of the Association have expressed interest in the problem and the panel discussion of June 20 jointly sponsored by Social Science Division and Science-Technology Division under the chairmanship of Dr. Verner Clapp re-emphasized the desirability of an international standard of periodical entry and/or abbreviation.

The committee is encouraged by the interest and activity shown in documentation by other groups in the U. S. and will attempt to keep the Association informed of this activity.

Finally, the committee desires to express its appreciation to the Executive Board for its serious consideration of the committee activities in this important field.

EUGENE B. JACKSON, *Chairman*

### ELECTIONS

See page 284 for Elections Committee report.

### FINANCE

#### THE GENERAL RESERVE FUND

The General Reserve Fund was established in 1936 to insure the continuous operation of the Association during a depression or other low income period. The fund has grown through transfer of money from the general operating account in years when income exceeded expenditures, from life membership dues, and from interest on the principal of the fund. The money is invested in government bonds and in a savings account. The following figures show how the fund has increased over the years.

December 1936 .....	\$ 500
December 1942 .....	3,683
December 1945 .....	29,640
December 1948 .....	42,647
February 1951 .....	43,998

No ceiling was ever set for the fund but \$50,000 was chosen as the goal because at the time that amount was equal to one year's operating costs. Now we are spending about \$60,000 a year.

At the meeting of the Executive Board and Advisory Council on March 2, 1951 the following questions were discussed by a panel composed of Ruth Savord, Paul Gay, Marianne Yates, and Beatrice Simon:

1. Purpose of the fund
2. How large it should be
3. How it should grow
4. What restrictions should be put on withdrawals

There were many points of agreement. Disagreements seemed to be matters of degree and of definition of terms. The Finance Committee has tried to reflect the wishes of the

membership in formulating the following recommendations regarding the fund.

### RECOMMENDATIONS OF THE FINANCE COMMITTEE

We recommend that the following regulations be adopted to govern the administration of the General Reserve Fund:

1. The General Reserve Fund shall consist of such principal amount as exists at the time of the adoption of these regulations, plus interest on the principal of the fund, plus additional amounts which may be specifically added to the fund by vote of the Executive Board. In addition, Life Memberships upon the death of the member shall be transferred to the General Reserve Fund.

2. The fund shall be invested in U. S. Government securities. Whenever money is transferred to the Reserve Fund, the Executive Board shall instruct the Treasurer to purchase such securities as soon as practical. Any cash awaiting investment shall be retained in the Association checking account.

3. Any proposal calling for the withdrawal of funds from the Reserve Fund for any purpose shall be submitted to the Executive Board which shall in turn submit the proposal to the Advisory Council for discussion. The proposal shall be sent to the Council in advance of its meeting so that the opinion of the membership can be ascertained. No withdrawals shall be made from the fund without discussion by the Advisory Council. This applies also to a loan from the fund.

4. A limit of \$50,000 shall be set on the fund. When it reaches that amount, the Executive Board, in consultation with the Finance Committee, shall review the fund and consider the advisability of either raising the limit or discontinuing additions to it in the light of current circumstances.

### SOME GENERAL OBSERVATIONS

In the following paragraphs the committee has tried to express some of its thoughts about the Reserve Fund which it feels cannot be put into regulations but which may influence the Executive Board in its administration of the Association's finances.

1. In recent years the Executive Board has followed the practice of appropriating any surplus remaining in the operating accounts at the end of the year to the Reserve Fund. Each year, therefore, the Association has been limited in its activities to the funds collected in that year. All of our saving was being done in the Reserve Fund on which it was difficult to draw. The committee believes that operating surpluses should accumulate for at least two years before any portion is appropriated to the Reserve Fund. Money in the operating surplus account should not be used for current

expenses of running the Association—current income should cover current expenses. However, extraordinary items such as large equipment purchases or special projects should be budgeted from operating surplus accumulated from prior years. If this practice were followed, some of the pressure on the Reserve Fund would be relieved.

2. The Reserve Fund as now constituted grew most rapidly in the years when income of the Association was growing faster than expenses. It was in the nature of a wind-fall due to our increased membership during World War II. Under the circumstances, it may be well to consider the fund as more or less complete and stable, not to be increased except when a true surplus exists in the operating accounts and not to be used for any presently foreseen purpose.
3. With regard to Life Memberships, it is the opinion of the committee that they should carry themselves from the interest they earn in so far as this is possible. Any other treatment means that the entire expense of carrying such memberships falls on the members as a whole. At the same time the money collected from them is not contributory to our income.
4. It has been said many times that special projects cannot be included in the budget because the budget is already drawn up for the year. In some cases this may be true but most projects which are important enough to warrant a withdrawal from the Reserve Fund to support them, develop over a period of time and could be fitted into our financial plans for the coming years. This would be particularly true if an operating surplus were available.
5. Finally, in defense of the inviolability of the fund, it may be said that in periods of high business activity such as the present, any organization should be able to operate on its current income. We must look ahead and forecast the financial results of our actions. We must not adopt programs which will increase our expenses unless at the same time we can increase our income. Continuing expenses must be met from continuing income, not from sums accumulated in the past. Every member must become conscious of the financial situation of the Association and the relations between the services we require from the Association, the cost of those services, and the income received.

[A preliminary report on SPECIAL LIBRARIES, prepared by Melvin Voigt, was also presented. In as much as this report was not final it was deemed best not to publish it at this time. It has been recommended that a committee be appointed to carry on the study of financing

SPECIAL LIBRARIES and make recommendations at a future date.]

LURA SHORB, *Chairman*

## INTERNATIONAL RELATIONS

Since the last annual conference, the International Relations Committee has continued to keep in contact with special libraries and special librarians abroad, and to see many visiting librarians from overseas.

During the year Mrs. Fort, a committee member, saw librarians from Caracas, Norway, Havana, Australia, Scotland, Pakistan, Sweden and Hawaii.

Miss Ordquist, from Stockholm, made an extended trip to the United States to visit special libraries and her itinerary was planned for her. Letters of introduction were, as usual, written in advance to libraries that she wished to visit.

Kate Ornsen, an International Relations Committee member, set up a correspondence plan between foreign librarians and some of our members. The purpose being that through correspondence ideas in specialized areas could be explored. Each foreign librarian corresponds with a counterpart in this country. This idea pulled very well and created a great deal of interest. At the present time, there are in the correspondence pool some twenty foreign librarians from England, Canada, France, Sweden, and Switzerland. Our membership is represented by some ten members. It is hoped that this particular part of the SLA International Relations program may be extended.

The committee as usual was requested many times to help arrange scholarships or exchanges for librarians wishing to get experience in the United States. In each instance all we could do was to refer the interested party to those agencies providing scholarships or effecting exchanges.

As an indication of the aid our individual members provide for overseas librarians, very great help in the aeronautical field was supplied to Mr. P. de Boer of Communications Library at Melsbrock Airfield in Brussels by Eugene Jackson, Chief of Office of Aeronautical Intelligence in Washington.

We are advised that, due to stimulation provided by our Association, the director of the National Diet Library, Japan, is sponsoring the formation of a special library association. Our constitution, membership dues, and copies of SPECIAL LIBRARIES were sent him as a guide to set up such an association.

Help was extended to a librarian in Buenos Aires, who was organizing a library for the Argentine State Gas Service Department. Publications and articles on subjects were sent together with names of four Special Libraries Association utilities librarians who would sup-

ply information helpful in organizing such a special library.

Your president, Mrs. Owens, has appointed Eleanor Esser to represent Special Libraries Association at the United Nations Regional Conference to be held in Managua, Nicaragua in August 1951.

Mrs. Martha O'Leary, who is spending several months travelling in Europe, is visiting some of our library contacts. A recent communication from her at Paris reports on a discussion with Mr. Carter and others in UNESCO about Special Libraries Association cooperation. Requests for furthering suggestions from UNESCO will be discussed with the Board for possible action.

The International Relations Committee is making concrete recommendations for future activities to the Board for consideration at this conference. Any action will be reported to the membership at the next Board and Council meeting.

ELEANOR S. CAVANAUGH, *Chairman*

#### MEMBERSHIP

	March 31, 1949	March 31, 1950	March 31, 1951	May 22, 1951
Sustaining	23	24	22	19
Institutional	677	667	655	638
Active	3418	3251	3222	2852
Associate	1159	1021	925	798
Student	95	132	135	108
Life	11	12	11	12
Total	5383	5107	4970	4427
Unpaid	1390	908	828	.....
Paid	3993	4199	4142	4427

The above figures for March 31, 1950-1951 show a loss of only 57 paid members over the same period for the previous year, although the period in which unpaid members were carried on the books was shortened from six to three months.

It was suggested at the March Council meeting that an analysis of membership statistics be included in the annual report of the Membership Committee. The chairman has investigated the annual reports of some professional societies and found that where a detailed analysis of membership statistics are included in the annual report it issues from the office of the executive secretary. The chairman would like to refer this matter to the Executive Board for consideration. The question would seem to be: Would the additional work involved be justified? Do people really read statistics? The chairman would like an opinion from the Board.

The committee is happy to report that the Chapters have been very active in their efforts

to enlist new members. Personal letters were written, telephone calls and personal visits were made and descriptive literature and Chapter bulletins were mailed to prospective members. Many chapters emphasized at their first fall meeting the prospective member theme, inviting eligible librarians and library school students to attend and distributing SPECIAL LIBRARIES and other material to acquaint them with the advantages of membership in SLA. The reports from the Divisions told of similar activities.

Pauline Whitlock, vice-chairman in charge of Life Memberships, reports one new membership from the New Jersey Chapter.

Mildred Benton, vice-chairman in charge of Chapter extension, reports that the twenty-sixth chapter of SLA was installed April 29 in Denver, Colorado, by Mrs. Elizabeth Owens. It will be known as the Colorado Chapter.

The suggestion was made by several Chapter chairmen that mimeographed copies of ways and means of promotional methods used successfully during the year be sent to incoming chairmen to assist them in planning their work for the year. I would suggest this as a project for the membership chairman for the coming year.

#### RECOMMENDATIONS

The chairman recommends that all correspondence regarding membership affairs be transferred by the outgoing Chapter, Division and regional vice-chairmen to the incoming chairmen. This will aid in familiarizing the new chairmen with the work of the committee and insure continuity of committee work. This has been done at the Association level and has proven most helpful.

The chairman wishes to thank Mrs. Stebbins and the headquarters staff for their cooperation during the year. They have been most helpful.

It has been a pleasure to work with the Executive Board and their kindness is appreciated.

To the vice-chairmen, Chapter chairmen and members-at-large go my thanks for their ready cooperation during the past year. It has made my tenure of office a pleasure.

HAZEL IZZO, *Chairman*

#### MEMBERSHIP DIRECTORY

Last June the Executive Board voted to publish a new *Directory of Members* and it was decided to appoint a committee to prepare it with volunteer work. It was also decided to have the new membership code numbers included and to have a section listing all organizations represented by the membership. By numbering all items and making cross references by number it would be possible to find

## SPECIAL LIBRARIES ASSOCIATION MEMBERSHIP

No Unpaid Memberships  
Period Ending May 22, 1951

Chapters	Life	Sus- taining	Insti- tutional	Active	Associate	Student	Total
Baltimore .....	....	....	6	26	13	1	46
Boston .....	....	1	27	113	74	4	219
Cincinnati .....	....	....	12	40	23	1	76
Cleveland .....	....	1	15	75	21	....	112
Colorado .....	....	....	5	35	1	....	41
Connecticut Valley .....	....	1	18	45	25	....	89
Greater St. Louis .....	....	....	10	33	9	....	52
Illinois .....	1	2	50	181	47	7	288
Indiana .....	....	1	8	41	10	1	61
Kansas City .....	....	....	11	26	8	....	45
Louisiana .....	....	....	11	32	3	....	46
Michigan .....	....	....	22	77	20	1	120
Milwaukee .....	....	....	8	27	20	3	58
Minnesota .....	....	....	15	59	22	1	97
Montreal .....	....	....	12	68	10	2	92
New Jersey .....	3	....	29	74	24	6	136
New York .....	2	6	164	757	142	52	1123
Philadelphia .....	....	....	44	158	59	4	265
Pittsburgh .....	....	....	25	51	29	8	113
Puget Sound .....	....	....	11	35	4	1	51
San Francisco .....	....	3	8	117	52	....	180
Southern California .....	....	1	14	108	48	2	173
Texas .....	....	2	10	42	8	....	62
Toronto .....	....	....	20	30	32	2	84
Washington, D. C. ....	2	....	24	413	67	7	513
Western New York.....	3	1	31	82	19	4	140
Unaffiliated .....	1	....	28	107	8	1	145
Totals .....	12	19	638	2852	798	108	4427

out where a certain member was employed and which members were employed in a given organization. Many of the members give only home addresses for mailing purposes, as government offices and many organizations do not allow the receipt of personal mail. The information as to where a member is employed is available at headquarters but the mailing list would not give this.

The work was commenced in the fall and much time was spent in adding the code numbers as only about one third of the addressograph cards contained this number. The addressograph cards were run off in duplicate for use of the committee in preparing the directory. The committee members then prepared the cards, about 10,000, for reproduction. These had to be assembled, alphabetized and checked to make them consistent as far as possible.

All work at headquarters was done by the chairman as the Hafner building is not open nights and Saturdays, the only times the committee members could come. All the members with the exception of the chairman have full time jobs. The chairman, therefore, accepts

full responsibility for all decisions that had to be made in regard to the entries of the organizations.

It was found, on assembling the cards under organizations, that there were many discrepancies, inaccuracies and contradictions in the way the librarians gave their places of employment. At times it was difficult to determine what the correct entry should be. If letters had been written to obtain the correct entry the directory would probably have been issued in March 1952 or later. Another complication which added to the difficulties of the work was the number of changes occurring while the compilation was in progress. More than fifty additions, substitutions and discards a week had to be made.

The Board had directed that the date should be "as of April 1, 1951." However, when it was found that if that date was used about twelve hundred cards would have to be withdrawn for members who had not paid their dues, though probably six hundred or more would pay within the next month or two, the Board rescinded that action and the date was finally set as of March 10, 1951.



Every effort was made to get the directory out by convention time. This proved impossible, though some checking was left undone in the effort. After the cards went to press changes had to be made which necessitated dropping some numbers and adding letters to others. This does not add to the appearance of the publication. The organization section is something of an experiment and it should be so considered when used. The question arises: Is the final list of sufficient value to justify all the time and trouble spent on it? Not counting the time spent by the committee members, the chairman spent over 275 hours in all. This does not include proofreading which was done by the headquarters staff.

It has been recommended to the Board that to prepare the next directory a full-time paid editor be employed.

Our thanks are due to Mrs. Stebbins and the office force for their unfailing assistance at all times, especially to Mrs. Schofield, in charge of the addressograph list.

ISABEL L. TOWNER, *Chairman*

#### PHOTOGRAPHIC REPRODUCTION

The approval granted at the last Executive Board meeting has set the preliminary program of the "Plan for Cooperative Copying" in motion. We are proceeding with the following steps.

1. Line up the cooperating libraries to make certain all fields of knowledge are adequately covered.
2. Negotiate uniform rates that are acceptable to these libraries.
3. Draw up a preliminary budget for the first year's operation.
4. Obtain SLA Executive Board approval for putting this service into operation.
5. Prepare copy for coupons and other needed forms.
6. Secure printers' bids for the preparation of these forms.
7. Arrange for publicity for this service.

We hope to have item No. 4 ready for submission at the next Board meeting.

J. ALAN MACWATT, *Chairman*

#### PLACEMENT POLICY

The committee recommends:

That a reference to our employment service should appear in every article that is placed in a trade journal.

That if as suggested there is to be a monthly or semi-monthly news organ in which notices of situations open and situations wanted would be accepted up to the last, opportunity to insert these ads would be helpful. These would be paid for by applicant or employer concerned.

That the executive secretary furnish employment chairmen with names of other local employment chairmen for referral of candidates to chapters of their choice.

That an organization be set up for Chapter employment chairmen; that they hold a meeting at conventions to pool ideas and knowledge, and have a tie-in with the Association's Professional Activities, Scholarship Loan Fund, and Public Relations Committees.

That a new application form be adopted, providing for additional graduate work, kinds of library work performed, publications, allied experience, physical handicaps, outside interests, etc. A new application form has been prepared and seems to the committee and to Mrs. Stebbins to be complete.

That referrals from headquarters be made aware that the local Chapter placement service is a volunteer, non-paid service provided by a busy person and that interviews should be by appointment.

That a printed or mimeographed sheet be provided for local employment chairmen to give to applicants, outlining obligations of applicant and services offered by the employment chairmen. This outline has been prepared and approved by the committee, omitting section 10 thereunder.

That employment chairmen maintain close relations with other agencies to which potential employers ignorant of SLA and its employment services apply when in need of a special librarian.

That headquarters maintain a policy whereby salaries quoted for specific areas are related to salary levels prevalent or possible in those areas.

That, if financially desirable, a nominal registration fee, something like two or three or five dollars be charged for headquarters service to help out on correspondence and telephone expense; headquarters service, as now, to be limited to members. All who avail themselves of this service for which the entire Association pays would make this slight contribution. Volunteer services of the local Chapters would still be free. This is a majority recommendation since two out of the ten committee members did not concur in it.

That the system of referrals and follow backs be improved at headquarters and for Chapter chairmen. Miss Savord has proposed a system and form which the committee recommends for headquarters, and suggests be optional with Chapters.

That all members who wish to be considered for jobs be urged to register. This could be done by Chapter presidents and employment chairmen or by running a line in Chapter bulletins and in the Association journal in every issue or now and then. It might read: "Do you want a new job—register with your Employment chairman or with headquarters." The committee also is indebted to Miss Savord for this suggestion.

AGNES O. HANSON, *Chairman*

## POLICIES

The original assignment of this committee was to examine Board decisions relating to matters of policy; to bring to the attention of the Board any overlapping or irreconcilable statements; to point out areas where there is no governing policy at all; and, finally, to compile for ready reference concise statements of all policies now in effect. In addition, the committee has been called upon to make special studies of various aspects of headquarters management, with the result that little progress has been made on the project of compiling a Policies Manual.

Six of the reports on special studies made by the committee during the past twelve months have been presented to the Executive Board. In addition to these, the chairman prepared progress reports on activities of the committee for the fall and spring Board meetings. The recommendations of the special report on the need for a new addressograph machine, and the report on headquarters staff requirements were adopted. Three other reports were tabled for further consideration: one on the need to re-examine Association policy concerning SPECIAL LIBRARIES and other publications; and two on membership records and routines. Acceptance of the report on the condition of the official minutes was postponed until the final form of a proposed policy statement relating to the minutes could be agreed upon.

The committee regrets exceedingly that implementation of its recommendation for the appointment of an experienced and trained bookkeeper was not attended with the success that had been hoped for. The committee still considers that had the person who was hired lived up to expectations of him, the results would have been vastly different.

Further progress has been made on an analysis of the amount of service which can be expected from headquarters by the various working groups of the Association and by individual members. As was stated in the progress report of the chairman in March, this is a very important study and must be made slowly and carefully. To date, only the question of the amount of addressographing service available has been submitted to a complete review, and a tentative statement concerning it drawn up.

In bringing its work to a close, the committee now presents the following memoranda as examples of the way in which other matters of policy might be analyzed and statements drafted:

1. Final draft for a statement of policy relating to the recording, indexing, and preservation of the minutes of the Special Libraries Association.

2. Memorandum on policy relating to the annual review of salaries and wages of headquarters staff.

3. Memorandum on policy relating to addressograph service available at headquarters to chapters, divisions, and committees.

In conclusion, the chairman wishes once more to express her deep appreciation for the wonderful cooperation of her committee. Busy people all of them, they have given unstintingly of their time, and called generously on the great fund of their experience in providing the answers to innumerable questions thus making it possible to achieve the progress that has been made to date in this difficult and often complicated area of the Association's work. To the executive secretary also, the chairman wishes to express her thanks and appreciation for the promptness and courtesy with which all queries for information have been met.

BEATRICE V. SIMON, *Chairman*

## PROFESSIONAL ACTIVITIES

This year is the first trial of a simplified Professional Activities Committee. It now consists of three sub-committees; Library Education, Recruitment and Standards. In addition are the following liaison members: the chairmen of the Professional Literature Committee and the Public Relations Committee, and the representatives of the CNLA Joint Committee on Library Education and the Joint Committee on Library Work as a Career. It is believed that this somewhat simplified committee will make for more coordination within the Association, and at the same time provide a smaller working unit. The chairman is ex-officio member of each of the sub-committees. His duties consist of (a) coordinating and assisting in planning the work of the various sub-committees and the authorizing of additional personnel, on a local or national scale, should any project so demand; and (b) acting as a clearing house for the sub-committee chairmen to keep them informed of activities pertinent to their interests.

With the dissolution of my company and its library, I have been unable to give this committee the attention it deserved; however my committee members have carried on ably, for which I am deeply grateful.

It is recommended that this committee continue on this simplified basis for another year.

The reports of the sub-committees follow.

### Education Sub-Committee

The Education Committee under Helen M. Focke had thought to compile bibliographies on "Guides to the Literature of . . ." in various specialized subject fields. Because of unusual pressure at the school, she got little further than adding to her present lists. In addition she wanted to check with the Pro-

Professional Literature Committee to ascertain if it could use such lists and perhaps publicize them were they housed at headquarters.

It might be interesting to note here that the chairman of this sub-committee has instituted a new course at Western Reserve. This course in documentation not only considers the larger aspects of the subject but also includes exercises in practical bibliography, subject and author indexing for information files, periodical indexes, book indexes, care and handling of serials, methods of annotation and abstracting, mechanical methods and handling unpublished research reports, etc.

#### **Recruitment Sub-Committee** (Abstracted Report)

Recruitment was under the chairmanship of Caroline W. Lutz. Each Chapter president received during the year a letter to explain the program. After checking the 1951 Patterson's *American Educational Directory*, litho-printed copies of a letter and a complete list of accredited library schools were sent to 892 vocational directors and counselors of high schools. Recruiting literature would be sent out only when requested. The chairman purchased from SLA 500 copies of *Special Librarianship as a Career* by Ruth Savord and *Take a Look at Libraries* by Eileen Murphy in addition to the 100 free copies. A third brochure *10,000 Careers with a Challenge*, published by the Joint Committee on Library Work as a Career, was ordered from ALA. As of May first, 492 copies had been mailed out.

It is recommended that all queries resulting from this correspondence be (a) answered promptly and with courtesy and as completely as possible and, (b) that a liaison be established between those in charge of education of young people, the directors of library schools and the professional librarian who will promote librarianship.

#### **Standards Sub-Committee**

The Standards Committee under Gertrude G. Minsk has almost completed its task analysis based on the ALA *Descriptive List of Professional and Non-Professional Duties of Libraries* and supplemented by duties of special libraries. The survey was made in the Chicago area. It is felt that the findings of this study should be carefully interpreted and publicized, but the method of so doing has not yet been determined. Due to the illness of the sub-committee chairman completion has been retarded, but it should not be too far in the future.

VIRGINIA L. GARLAND, *Chairman*

#### **PROFESSIONAL LITERATURE**

This committee has little to report at present. The revised edition of *List of Classification Schemes and Subject Headings* will not

be started until after the convention. It is hoped to complete the revision during the summer, with the able assistance of Isabel Towner.

Sara Price, a member of the committee, will arrange to have the stencils cut for the revision, thereby saving the Association the cost of having this work done elsewhere.

HELEN M. BAIERLE, *Chairman*

#### **PUBLIC RELATIONS**

On behalf of the Association the committee took as a theme **PUBLIC RELATIONS IS YOU**. It felt that its first obligation was to recognize the many public relations activities which are constantly carried on by individual libraries as well as by Chapters and Divisions. All these efforts make a definite contribution to Association public relations. By recognizing and publicizing them the committee has arrived a basis for assisting and coordinating them.

To this end, and also to foster closer relations between the Association and its membership, the committee made three contributions to Chapter and Division bulletins: Notices of reprints of public relations articles available from headquarters and the text of *Guide to Publicity Chairman* for reproduction in bulletins.

The matter of SLA exhibits demanded a careful study and action. Divisions and Chapters were having opportunities for displays and badly needed material and assistance from the Association. After conscientious thought, the committee decided that a costly, "canned" exhibit was neither possible nor advisable at this time. It did, however, purchase a 6 x 4 foot felt banner to be used as a backdrop and two display boards with adjustable letters, together with shipping cases for both. Additions to this equipment will be made when practical. These are to be on loan from headquarters and are scheduled ahead for several months. During the coming year the committee will publish a directive, *How to Handle Exhibits* which will be available to the whole Association.

To inform the membership of this activity the committee set up a display at the St. Paul convention. This included the banner and boards, portfolios of all sorts of public relations material produced by Association members and groups, a large chart, showing the values of different kinds of public relations efforts and other material. This display proved to be a good medium for centralizing other national features of the convention-membership material and SLA publications. The Membership Committee helped to man the exhibit. The committee hopes to make this a regular feature of all future conventions.

ELIZABETH FERGUSON, *Chairman*

## PUBLICATIONS

There has been only one manuscript submitted to the Publications Committee this year. This was received on May 24 and it is now being evaluated by the committee. An analysis of publication sales will be made by Headquarters as of May 31.

*Technical Libraries, Their Organization and Management* (formerly the *Manual for Science-Technology Libraries*) has been the major project of the committee this year. At a meeting on March 3 the Executive Board voted to increase the print order from 1,000 to 2,000 copies, and to set the price at not more than \$6 a copy. The book is now almost through the press and it is hoped that a copy will be available at the convention.

The *Newspaper Manual* was turned over to Joseph Molloy of the Philadelphia Inquirer for re-reading. Mr. Molloy feels that there is a considerable amount of good material in the manual, but questions whether a text prepared ten or more years ago, no matter how well done or how carefully revised, "fills the bill." Of the nine contributing librarians, only three are now active in the profession, three have died, and three have retired or are out of the field. Mr. Molloy will make his report to the Newspaper Division at St. Paul and, no doubt, the Publications Committee will be advised of any decision reached by the Division.

The *Bibliography on Hospital Library Literature* has not progressed during the year although the Hospital and Nursing Librarians Division is still interested in it.

Bernard Lane reports that the *Manual of Shortcuts and Gadgets* is at a standstill. Although it was announced in SPECIAL LIBRARIES and *Ye Almanack* over two years ago, he received no contributions. He says, "I am still interested in publication of such a manual or in the establishment of a column in SPECIAL LIBRARIES where our 'shop kinks' can be put into print for all of us to read. I believe now that such a column, running every month or every other month, would be a more satisfactory means of publication than a manual. I would be glad to write down, sketch and describe a dozen of my own improvements to get the column going." The chairman of the Committee has advised Mr. Lane that if he wishes to submit his shortcuts she will be glad to forward them to the editor of SPECIAL LIBRARIES, together with his suggestion.

Dr. Burton Adkinson advises that at present the status of the "Map Resources Project" is inactive, but he hopes during the coming year to have something more definite to present to the committee.

The *Index to Gaps in Government Statistics*, by Maria C. Brace, was reviewed again by the committee and by the chairmen of the Financial and Business Divisions and it is recom-

mended that the publication be dropped because it is no longer timely and many of the gaps have now been filled.

EDITH C. STONE, *Chairman*

## RESOLUTIONS

The duties of the Resolutions Committee of Special Libraries Association consist of the drafting of resolutions and memorials at the request of the president or the secretary of the Association. During the year such resolutions as were requested were drafted by the committee.

So far as the committee could learn, no form or procedure had ever been established for the preparation of resolutions. In view of the constant change in committee personnel, such a guide seemed not only desirable but essential. In January, therefore, when the president of SLA visited the Cincinnati Chapter, the committee chairman conferred with her about the possibility of setting up a form to be followed in the drafting of resolutions, and of having a standard procedure. At her request the committee chairman conducted a limited survey of comparable groups to determine how the matter was handled by them, and made recommendations to the president.

At the meeting of the Executive Board held in New York on March 3, 1951, it was voted that the committee's recommendations be followed and that the Executive Board "recommend to the Resolutions Committee the layout and proper procedure to be followed in formulating resolutions and that SLA Executive Office letterhead be used."

It is hoped that before next year's committee begins to function, such recommendations be made, so that the committee will have a basis for procedure and will know what is expected.

In behalf of the entire membership of the Special Libraries Association we pay tribute to the memory of our late fellow-members:

### Deceased Since June 1950

Name	Chapter
Aubrey F. Andrews	Puget Sound
Mrs. Kilian Bank	Pittsburgh
Mrs. Helen E. Bacon	Puget Sound
Mrs. Gladys F. Bloom	New York
Grace A. England	Michigan
Mrs. Jane Christoph Griffin	Southern California
Helen Hirth	Minnesota
Pauline M. Hopfer	Michigan
Mrs. P. B. F. Huse	New Jersey
Margaret Insley	Michigan
Lisa Jordan	New York
Mrs. Hildegard S. Porter	Southern California
Caroline E. Robinson	Milwaukee
Dr. Spencer C. Stanford	New York
Helen M. Steele	Washington, D. C.
Sattie E. Warn	New Jersey

NELLIE JANE KUHLMAN, *Chairman*

## RESOURCES

The Special Libraries Association made an outstanding contribution to library services during World War II by compiling and publishing *Special Library Resources*. It is my recommendation that the Association consider a project which it can now undertake to aid research relating to the present world affairs. The projects listed below have been selected from many which were suggested by research personnel, administrators, and librarians. I wish at this time to thank especially Kenneth Fagerhaugh, Mrs. Ruth Hooker and Wanda Johnson for their assistance in studying these proposals as well as for their own suggestions. Many other persons have been very helpful. The projects are listed in the order in which I would recommend consideration, but each has sufficient merit to be called to the attention of the Executive Board.

1. *A Supplement or Revision of Special Library Resources*: Preliminary investigation has revealed that this publication has been very useful but also that there are many lacunae both in coverage and information on libraries. When this survey was made no special attention was given to information on the foreign areas or on special collections covering given subject or area fields. Persons using this publication have expressed the need for evaluation of the information presented. For examples, a small library may list a few hundred books as an important collection on Africa while a larger research library may have many times that number of items on Africa but fail to mention them since they are only a small part of a much larger collection. Therefore, any revision or supplement of *Special Library Resources* must necessarily give the user some idea as to the size, currency, and organization of special collections.

I recommend that a committee be appointed by the Special Libraries Association to set up a project either to revise the present publication, or to provide a supplement. This committee would be responsible for developing the project and for stimulating financial and other aid. I believe that this project is of sufficient worth that the Special Libraries Association could well afford to subsidize it at the expense of some other activities.

2. *System for Union Lists*: Another project which might be carried on by the Association, in cooperation with other library associations, is the development of a systematic pattern for union lists. It has come to my attention that a number of very excellent union lists of serials have been developed by some of the Divisions or Chapters of the Special Libraries Association. In looking at some of these, however, I have noticed that they do not fall into the same informational and arrangement pattern. It is my opinion that if these various

local or regional lists were developed in a systematic pattern and if there was a central location for these data, it might aid materially in developing or furthering the development of a union list of serials.

I urge the Special Libraries Association to appoint a committee to work with the A.L.A. committee on union lists of serials in order to develop a form card which could be used by all libraries and that wide publicity be given to this work so that local library groups which are planning a union list of serials for their area will have the material in such form that it can be integrated with similar lists from other parts of the country.

3. *A Registry of Librarians in the United States*: A large number of library administrators and other persons responsible for directing programs in which libraries play an important part have felt the need for an up-to-date registry for librarians of the United States. This registry should include such information as pertinent educational background and experience, special qualifications such as language ability, experience in allied fields, travel, etc. I feel that this project is a valuable one, but it is one that must be kept current to make it worth while.

During the war, every professional group which attempted a current registry for its membership found that it was an expensive and burdensome project. Although it proved valuable in many ways, it did not produce the desired results.

4. *Inventory of Special Collections*: If the Special Libraries Association does not feel that it can undertake a large project such as the revision or supplement to *Special Library Resources*, I would suggest that it consider appointing a committee to develop an inventory of special collections throughout the country dealing with selected areas and/or subjects. There is a need for detailed information on the location of current and well organized collections in many of the fields of science, as well as on special collections dealing with Russia and its satellite countries. These latter data are very useful to universities and government agencies dealing with that area, especially those concerned in letting out contracts for the study of special problems by a group other than their own staff. They are handicapped seriously at the present time because of their uncertainty as to which organization, library association, etc. they should turn to due to lack of information on the resources available to them.

BURTON W. ADKINSON, *Chairman*

## STANDARDS FOR ACCREDITATION

This committee was appointed to study the "Tentative Standards for Accreditation" prepared by the Board of Education for Libra-

rianship, assisted by the Association of American Library Schools and Library Education Division and to bring to this meeting a recommendation.

SLA has been invited by A.L.A. to consider the standards, accompanied by a request to endorse them prior to the A.L.A. conference in July. The committee has studied these standards, met and discussed them. They are subject to further revision between now and July 1. If anyone wishes to see them and to make suggestions, the standards appeared in the June A.L.A. *Bulletin*, or your chairman has copies that may be seen.

This committee recommends that SLA endorse these tentative standards, provided the wording of the following two sections be changed as given below, or phrasing that conveys the same ideas in a positive manner:

1) Under *Curriculum* the first paragraph, change to read: "The library school shall require a general education which comprises a systematic survey of the various fields of knowledge, concentration in one or more subject fields, background courses of special value in library service; and the library school itself shall provide instruction in professional principles and methods common to the several kinds of libraries and of library service. A study of specialized service in special or general libraries may occupy a place in the basic program which shall be built, however, on a sound foundation of general academic and professional education. This combined program shall require a minimum of five academic years of study beyond the secondary school level."

2) Under *Admission Requirements*, the last sentence of paragraph two to read: "Library schools shall be responsible for achieving overall objectives through selection of students and/or requiring relevant course work subsequent to admission to the library school."

VIRGINIA L. GARLAND, *Chairman*

#### STUDENT LOAN FUND

The balance in the Student Loan Fund as of May 23, 1951, was \$1,875.17. There were no contributions made to the fund this year.

There is now no loan outstanding. The balance of \$350 of a loan of \$400 to a student of the Library School, George Peabody College, 1948-1949, was repaid this year. Two inquiries about loans were received this year. One, an application for \$500 for a student completing work at the Columbia University School of Library Service 1951 summer session, is in the final stages of processing.

Letters were sent in March to all Chapter presidents and Division chairmen asking them to publicize the Student Loan Fund by an-

nouncements at their meetings, and by running a notice in their Chapter or Division bulletins about the fund and its availability for loans.

At its March meeting the Executive Board recommended that the Student Loan Fund Committee consider changing the Student Loan Fund to a loan and scholarship fund. The committee was further asked to seek methods to more widely publicize the Student Loan Fund and what it can do for students, and present a proposal at the June meeting. It has not been possible to get either of these proposals into a form for mimeographing with this report in May. Work on these proposals, and on methods of encouraging additions to the fund, will be continued at the committee meeting in June.

MARGARET R. SAGERS, *Chairman*

#### TECHNICAL BOOK REVIEW INDEX

A report of *Technical Book Review Index*, published through the calendar year and not the fiscal year, can only be a partial report at this time.

The publication is being compiled as usual at the Technology Department of Carnegie Library of Pittsburgh by Julia C. Wallace. The Carnegie Library is continuing to provide us with working facilities, a separate room, files, typewriter and other supplies. They very generously permit us to use their periodicals, provide assistance in proofreading, and give general aid and counsel to our editor.

It might be interesting for the records to note here the average number of subscriptions for the years from 1946 to 1950, inclusive. The figures were calculated by adding the monthly circulation and dividing the total for each year by ten.

#### AVERAGE CIRCULATION OF TBRI

1946 .....	989
1947 .....	1011
1948 .....	1148
1949 .....	1147
1950 .....	1145

During the five months of 1951, 938 reviews of 573 books were quoted in TBRI.

The TBRI Committee is planning to revise its policies this summer to make TBRI more inclusive in foreign publications and to a certain extent delimit its field. The committee is also planning to prepare a comprehensive history of TBRI for the records of the Association.

J. M. FERTIG, *Chairman*

## TRANSLATION

The Translations Committee has continued its work in gathering cards listing foreign articles translated into English and in answering queries.

The following statistics show the amount of work done in connection with the Index.

Cards received .....	1030
No. of requests .....	910
Affirmative answer .....	30
Negative answer .....	880
No. of information requests regarding the working of the Index .....	400

Present number of articles listed 14,000 ca.

Requests for data and information have been received from not only this country but also from Canada, Great Britain, Australia, India, South Africa and Holland. About 60 organizations are sending the items to Index regularly. The Index also has made agreements with a number of agencies in the U. S., Canada and Great Britain to receive either their translations or information showing the translations which they have made.

The operating costs of the Index have been met by the courtesy of the Southwest Research Institute. To date the Index has not asked for any financial support from the SLA.

The greatest difficulty facing the Index is the fact that nearly all queries are for articles of recent vintage. However, there is usually a delay of 1-2 years before the Index is notified of the work done on recent articles. No solution to this problem is evident, but at least the Index determines negatively whether or not an article has been translated.

Although it is not the policy of the Index to do so, we have obtained photostats of articles in journals not available in the U. S. Most of these were from journals issued behind the Iron Curtain. The cost of this has, in every case, been borne by the person requesting the article.

Although the Index operates under a Committee, it has been found that three members are sufficient.

It is requested that the work of the Index be allowed to continue.

WAYNE A. KALENICH, *Chairman*

## SPECIAL REPRESENTATIVES

### AMERICAN STANDARDS ASSOCIATION

American Standards Association Committee Z-39 on Standardization in Library Work and Documentation was reactivated at a meeting in New York, April 6, 1951. Present were the representatives of fifteen library and allied professional organizations, two delegates-at-large, and two representatives of ASA. Temporary officers are: Chairman, Janet Doe (Medical Library Association) and, Secretary, Ralph H. Phelps (Association of College and Reference Libraries).

ASA Committee Z-39 was reactivated in response to a request from the International Organization for Standardization (ISO) for American participation in the activity of its Committee ISO/TC46 on Documentation. The Council of National Library Associations has accepted the sponsorship of the new Committee Z-39. Committee Z-39 voted to participate in the work of ISO/TC46, and requested ASA to communicate with ISO to this effect.

The scope of ASA Committee Z-39 was redefined as: "Standards for concepts, definitions, terminology, letters and signs, practices, methods, supplies and equipment used in the field of library work and the preparation and utilization of documents."

It was voted that CNLA, the committee's new sponsor, be invited to subsidize the ex-

penses of Committee Z-39 (for postage, stationery, etc.) up to \$100 for the period thru June 30, 1951, and that each organization represented on the Committee be requested to support the work of Committee Z-39 to the amount of \$5 for the year starting July 1, 1951.

Immediate activity of Committee Z-39 was divided into four categories and the appointment of subcommittees was authorized:

1. International code of abbreviations for titles of periodicals.
2. Transliteration of Cyrillic characters.
3. Standards for periodicals: layout; indexes, summaries, etc.; bibliographic citations. (This subcommittee will study Standard Z-39.1 in relation to the latest ISO/TC46 recommendations.)
4. Library statistics.

The secretary was instructed to ascertain also the present work of ISO in other bibliographic projects discussed by the former Z-39 Committee: title references for literature; sizes of index cards, slips, and other forms for documentation.

The next meeting of ASA Committee Z-39 will be held when the subcommittees are working and ready to report, probably in late September or early October.

RUTH MCG. LANE, *Representative*

#### JOINT COMMITTEE ON LIBRARY EDUCATION COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS

Members of this committee were invited to attend the all day session of the Subcommittee on Special Library Education held in New York on May 4, 1951. The latter group decided not to undertake to sponsor a study of activities in various types of libraries to be used as a basis for determining the type of educational programs needed. The positive action taken was that each of the six committee members was assigned one field in which to work out, in consultation with practicing librarians, an ideal library curriculum covering

### Obituaries

#### MORRIS SCHRERO

Morris Schrero, Head of the Technology Department, Carnegie Library of Pittsburgh, died September 6 at West Penn Hospital in Pittsburgh.

Mr. Schrero, 53, served as assistant in the Technology Department from 1918 to 1947. In 1949, he was called back from Chicago to take over the position as head of the department.

A member of SLA since 1938, Mr. Schrero served last year as chairman of the Metals Section of the Science-Technology Division of the Association. A graduate of the University of Illinois, he was recognized as an authority on the literature of science and technology and taught courses at Carnegie Library School on the administration of science and technology libraries.

In addition to being a member of the Special Libraries Association, Mr. Schrero also belonged to the American Association for the Advancement of Science, American Chemical Society, American Library Association, Pennsylvania Library Association and the Pittsburgh Library Club.

Funeral services were held in Chicago, where he is survived by two brothers and a sister.

training for that field. This in turn will be submitted to a larger number of librarians in the subject fields for criticism and modification. The next step planned is to present the reports to the committee to formulate recommendations for desirable overall subject inclusion that can be submitted to library schools. Subsequent studies of individual subject fields will have to do with the supply, demand and distribution of librarians in the various fields to determine how many and in what geographic locality courses to fill the de-

mand might be established. These studies will also aid in spotting of courses for librarianship where the best facilities for training in subject and in librarianship are in juxtaposition.

On May 5 the joint committee met. It was announced that the report of the consultants to the Subcommittee on Examinations and Standards will appear in the July issue of the *Library Quarterly*, with reprints available. Discussion of the report of the Subcommittee on Placement was on the agenda. This did not arrive in time. Receipt of a carbon copy of this report (which has not been officially received by the Joint Committee) indicates that exploration still continues in four areas, namely, geographic limitations, standards, and financing of an experimental agency as well as the type of institution or organization that might undertake the experimental activities. A study of four specific questions relating to the problem is also under way by a committee in the New York area, in which SLA has representation. The next meeting of the Joint Committee has been set for November 2-4, 1951 in Chicago.

IRENE M. STRIEBY, *Representative*

#### JOINT COMMITTEE ON LIBRARY WORK AS A CAREER — SUBCOMMITTEE ON EXHIBITS

This is the first year that the Joint Committee has had paid exhibit space at the National Vocational Guidance Association convention—the cost being \$50.00. A table and two chairs were furnished free, so that the only additional expense was \$5.00, which covered the cost of taxicabs and tips in setting up and dismantling the exhibit.

Of the 1,921 persons registered at the National Vocational Guidance Association Convention, 164 registered at the exhibit on librarianship, sponsored by the Joint Committee on Library Work as a Career. They fall into the following categories: Counselors, 64; Deans, 23; School administrators, 15; Teachers, 40; Students, 7; Publishers, 3; No position, 12. The register is in no way complete, as many people came at crowded hours and did not sign.

The exhibits were open from 9:00 A.M. to 6:00 P.M. on Monday, Tuesday, and Wednesday, and from 9:00 A.M. to 12:00 Noon on Thursday. The Joint Committee exhibit was staffed by eleven librarians, working in three-hour shifts. It was found that the first two days were the busiest, with a concentration of visitors between 11:00 A.M. and 3:00 P.M.

#### RECOMMENDATIONS

1. The general consensus of the exhibit staff was that we had far too many pieces of material for distribution. There were too many pieces of material for a visitor to take one of everything, and the variety only tended to cause confusion.



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It is therefore recommended that the exhibit distribute only eight or ten pieces of literature, which should be of nationwide interest. Such materials would include the four mimeographed sheets supplied by A.L.A., reprints of articles on librarianship in nationally-known magazines, and not more than one piece of recruiting material from each of the national library associations, such as Special Libraries Association, American Association of School Librarians, etc.

The two mimeographed lists issued by A.L.A.—*Librarianship as a Career and Recent Pamphlets and Folders Issued by Accredited Library Schools*, list all of the best publications of state library associations and library schools. From these lists counselors may order any in which they are interested.

2. Many persons failed to take material simply because it was too much to carry. It is doubtful that much of the material which was carried away from the exhibit ever reaches the counselor's files.

It is therefore recommended that provision be made for interested persons to sign to have complete kits of recruiting material on librarianship mailed to the school or institutional address. This will insure their having complete and proper information on hand when and where they need it. Many persons requested such a service. Although it would cost a bit extra, it would be well worth the cost.

3. There were repeated requests for information on library opportunities for Negro men and women.

It is therefore recommended that a special piece of literature be prepared to show library opportunities for Negro young people. It was felt that this might be undertaken by one or more of the outstanding Negro library schools. Mimeographed form would be acceptable.

4. It is recommended that a piece of literature be prepared to show unusual library opportunities. There were requests for such information.

### CONCLUSION

Those who worked in the exhibit felt that it was most worthwhile. The counselors and deans seem genuinely interested in librarianship as a career. This exhibit is the ideal opportunity to inform those who are counseling the young people of the nation. It is recommended that the Joint Committee continue

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with the exhibit at the National Vocational Guidance Association Convention as its major activity on a national level in recruiting for librarianship.

MARGUERITE GIEZENTANNER, *Chairman*

#### MICROCARD

The Microcard Committee reports the total number of institutions, as of January 1st, now equipped with microcard readers totals 431. During the past year microcard publishers have shown an increase.

Information on microcards may be obtained from the Microcard Foundation, Middletown, Connecticut.

During the past year your representative has answered dozens of requests about microcards.

RALPH J. SHOEMAKER, *Representative*

#### NLNE LIBRARY COMMITTEE SCHOOLS OF NURSING

To date I have received no communication from the NLNE or chairman of any committee working on Schools of Nursing Libraries.

Last year, before the NLNE committee was discharged they suggested that Charlotte Studer, librarian, St. Luke's Hospital, Chicago, and Mrs. Davis serve as co-chairman to revise subject headings, Ruth Leonard to act as consultant and advisor of the subject heading committee.

I contacted Miss Studer, and we decided to wait until someone of authority would get in touch with us. I have heard nothing more.

The SLA has a contribution to offer to libraries serving nurses and other hospital personnel through its specialized membership. We are alert to the many and rapid changes in nursing education today. We are aware of the closing of a number of smaller schools. We

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know that due to the shortage of professional nurses it is necessary to train practical nurses and nurses' aides. This latter group needs good library facilities, and the SLA should continue to offer such aid.

I recommend (1) that a representative of the SLA be appointed and that official notification of this appointment be sent to the NLNE and other interested organizations of this type and (2) that the executive board approve appointments to national organizations made by chairmen of divisions.

MRS. LAIVA B. DAVIS, *Representative*

### STANDARDS FOR HOSPITAL LIBRARIES

The Patients' Library Section of the Objectives and Standards for Hospital Libraries, approved by the SLA Council and the Hospital and Nursing Division in June, 1950, has been presented to the American Hospital Association for consideration. It is hoped that the Board of the American Hospital Association will give official approval to these standards in the near future.

Tentative drafts of the Medical Library and Nursing School Library sections of the standards have been prepared by the chairmen of the joint Medical Library Association-Special Libraries Association-American Library Association committees on standards for discussion at the three association conventions. Criticisms and suggestions from members will be considered by the committees and another revision of these sections will be prepared during the coming year.

CATHARINE HEINZ, *Representative*

### UNITED STATES BOOK EXCHANGE

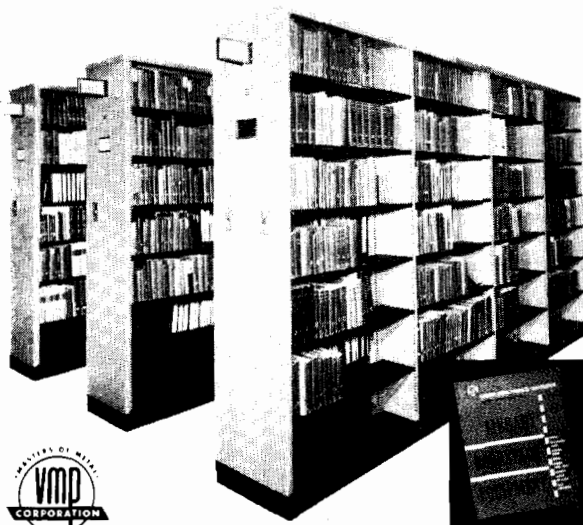
A meeting of the Board of Directors of the United States Book Exchange was held in Washington on March 30, 1951. Dr. Raymond L. Zwemer, Chief, Science Division of the Library of Congress, had previously been elected Chairman of the Board by mail ballot. Dr. Charles W. David, Director of Libraries of the University of Pennsylvania, and elected Secretary of the Corporation, was appointed Secretary of the Board. A new project involving the distribution by U.S.B.E. of government documents at the request of the Library of Congress was approved. The prospect for support through the middle of 1952 from continued State Department contracts is good. Although the Exchange could exist, with some changes, as a purely national organization, there is little prospect that activities on this basis will support the international exchange without continued subsidy. There was discussion of possible future activities and support as well as an immediate expanded publicity program.

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The 1950-51 plan for the "Special Librarian" page in the *Wilson Library Bulletin* was for a series of articles listing free and inexpensive literature on *Transportation and Communication*. We hoped to have articles on the *Telephone and Telegraph, Radio and Television, Railroads, Aviation, and Shipping*.

Due to various delays, only two articles have been published, but we still have hope for the others which have been promised.

The first of the series to be published was "What's New in Radio and Television" by Agnes Law, librarian, Reference Department, Columbia Broadcasting System. Miss Law's article was an excellent one and occupied two and one half pages in the *Bulletin*. In addition to a full description of many free and inexpensive publications, the article included a list of 125 university and public libraries which have been designated as depository libraries by the U. S. Office of Education and the National Association of Broadcasters. Such a list represents a lot of work on the part of the author and a most practical contribution to the resources of librarians.

The second in the series was "Ships and Shipping—A Hobby." This very interesting article was written for us by Frank Braynard, Assistant Marine Editor, *New York Herald Tribune*. Mr. Braynard is the author of *Lives of the Liners*, and editor of *Steamboat Bill of Facts*. In addition to listing publications generally available on request, Mr. Braynard described the Steamship Historical Society of America; its membership and publications. We are most grateful to Mr. Braynard for this contribution by an expert in a field not well covered by special libraries.

Since this report rounds out the third year of my three-year appointment as editor of the "Special Librarian" page of the *Wilson Library Bulletin*, a listing of the contributions by members of the Special Libraries Association for this period may be of interest. In 1948 we

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experimented with the publication of carefully chosen lists of free and inexpensive materials on a series of special subjects. These were so well received that this type of article was continued throughout the three year period. Lists were published on the following subjects:

"Authoritative Material on Health," Eleanor Fair; "Sources of Statistical and Economic Material Suitable for a Small Collection," Mary Ethel Jameson; "Behind the News: Helps to Clarification," Ruth Savord; "Authoritative Material on Gardening," Elizabeth C. Hall; "Information on Life Insurance," Elizabeth Ferguson; "Juvenile Delinquency: A Pamphlet List," Margaret M. Otto; "Source Materials in Public Administration," Rebecca B. Rankin; "Audio-Visual Materials for Nature Study," Marguerite Newgarden; "What's New in Radio and Television," Agnes Law; "Ships and Shipping—A Hobby," Frank O. Braynard. Extra copies of the *Wilson Library Bulletin* are available from H. W. Wilson Co.

I have thought for some time that reprints of some of these lists would have a large sale if announcements were placed in journals read by people interested in the specific subject.

"Authoritative Material on Gardening" is a splendid list and most useful to any gardener. Announcements of the availability of such a list in *House and Garden*; *Better Homes and Gardens*; *Horticulture*; *American Home*; etc., should bring good results.

"Audio-Visual Material for Nature Study" is another very complete list by an outstanding expert at the American Museum of Natural History. Such a list is of great interest to all leaders of groups such as Boy Scouts, Girl Scouts and recreational groups.

An excellent example of use to be made of these lists is furnished by the Institute of Life Insurance which reprinted Miss Ferguson's article, "Information on Life Insurance," and has distributed seven hundred copies to date.

ELEANOR FAIR, *Representative*

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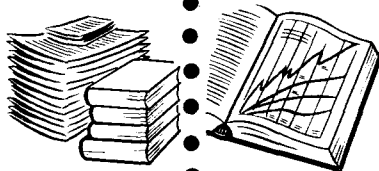
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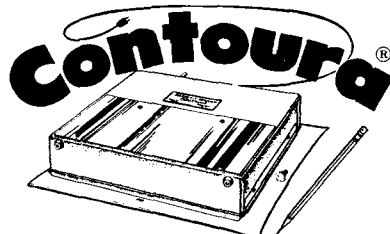
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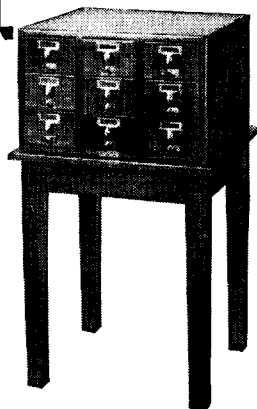
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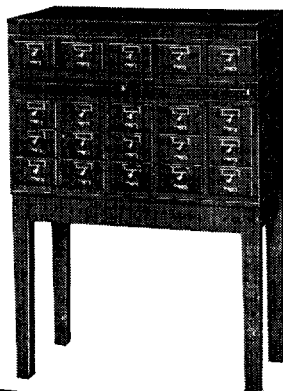
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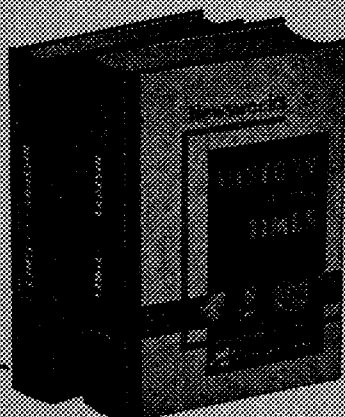
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